

**California Business
Education Association
(CBEA)**

**POLICIES
AND
PROCEDURES**
And APPENDICES

Revised Changes January 2011

www.cbeaonline.org

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.
POLICIES AND PROCEDURES
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AFFILIATE ORGANIZATIONS
NATIONAL BUSINESS EDUCATION ASSOCIATION
& INTERNATIONAL SOCIETY FOR BUSINESS EDUCATION

NBEA was organized to promote all phases of business education, both vocational and non-vocational, and to serve as a unifying agency among regional and other groups dedicated to this goal. There are five geographic regions within the association. The five regions are Eastern, Southern, North-Central, Mountain-Plains and Western.

CBEA is affiliated with NBEA through WBEA, the western region association in NBEA. CBEA must affirm its commitment to business education at all levels, stipulate such affiliation in the constitution and publications, promote programs and activities of the national association and the regional association, provide membership opportunities and promote membership in the national association.

NBEA is governed by an Executive Board. The president of each regional association and the President of ISBE serve on the board. Additional representatives from each regional association are elected to serve a three-year term. The number of representatives from each region is based on one representative for each 1,000 NBEA members in the region.

The annual NBEA convention rotates among the five regions. The president of NBEA is from the region in which the convention is held. The region receives an allocation for each convention registration fee paid, if the region does not hold a separate convention during the year the national convention meets in the region.

NBEA publishes the Business Education Forum, "Keying-In," and the NBEA Yearbook for its members. Other publications are prepared and offered at low cost by NBEA to meet member's special needs.

NBEA membership dues automatically include membership in the Western Business Education Association (WBEA). NBEA membership dues are in addition to CBEA membership dues.

The US Chapter of the International Society of Business Education is the international affiliate and liaison for NBEA regarding international affairs related to business education. ISBE dues are in addition to NBEA dues.

CBEA/NBEA/ISBE

1. As a state affiliate of NBEA, CBEA does not have delegates to the NBEA Executive Board, except through the regional association, WBEA.
2. CBEA has delegates to the WBEA Executive Board, based on the number of NBEA/WBEA members in California, NOT on the number of CBEA members. Each western regional state is allowed two delegates to the WBEA Executive Board. Additional representatives are allowed according to the NBEA/ WBEA membership in the state.

CBEA Policies 01300, 01400, and 01700 designate the CBEA President (first delegate), President-elect (second delegate), and Past President (third delegate) to the WBEA Board. Additional delegates will be appointed by the President if needed.

AFFILIATE ORGANIZATIONS

WESTERN BUSINESS EDUCATION ASSOCIATION

NOMINATION OF CANDIDATES FOR OFFICES IN WBEA

NOMINATION ELIGIBILITY

All persons to be eligible for nomination as a candidate in WBEA must have served a minimum of one year as an official delegate on the Executive Board of WBEA within the last ten (10) years. The elected officers of WBEA shall be President, President-elect, Treasurer, and Secretary. The President-elect is nominated from the state hosting the next annual WBEA convention with the following exception: The person elected to serve as WBEA President every fifth year when the NBEA Convention is held in the Western Region may be nominated from any state.

ELIGIBILITY LIST FOR NOMINATION TO WBEA OFFICE

WBEA will prepare a list of California persons eligible for WBEA office and submit the list to the CBEA Past President. The CBEA Past President shall send a copy of the list, together with WBEA Nomination Blanks to the CBEA Section Presidents for recommended candidates.

SELECTION AND SUBMISSION OF NOMINEES BY MEMBER SECTIONS

Each CBEA Member Section, through its Section Representative, shall submit to the CBEA Nominating Committee Chair a list of nominees for WBEA office TWO weeks prior to the WBEA deadline

1. Member Sections may submit eligible nominees from any CBEA section.
2. All nominees must give written consent on the WBEA Nomination Form
3. A person may be nominated for only one office.

APPROVAL OF NOMINATIONS BY THE CBEA STATE BOARD OF DIRECTORS

The CBEA State Past President, Chair of the CBEA Nominating Committee, will place in nomination (at the CBEA Summer Board of Directors' meeting) ALL the names of the California persons received from the Section Representatives for the offices of WBEA.

The CBEA Board of Directors will vote by secret ballot and select nominees for offices of WBEA including the office of Regional Representative to NBEA, with no more than ONE name for any WBEA office.

WBEA NOMINATING COMMITTEE

The CBEA President serves on the WBEA Nominating Committee. The CBEA President is responsible for submitting the nominees' WBEA Nomination form and resumes to the WBEA Past President 60 days before the meeting of the WBEA Nominating Committee. The WBEA Nominating Committee meets prior to the annual meeting of the WBEA Executive Board.

AFFILIATE ORGANIZATIONS

WESTERN BUSINESS EDUCATION ASSOCIATION

A REGION OF NBEA

The officers of WBEA are President, President-Elect, Treasurer, Secretary, and the Past President. Candidates for all WBEA offices must be a member in good standing of NBEA/WBEA and must have served as a voting member on the WBEA Board for one full year within the last ten years. The President-Elect will be nominated from the state that will host the next annual conference, with the following exception: The person elected to serve as WBEA President every fifth year, when the NBEA Convention is held in the Western region, may be nominated from any STP. The officers are elected at the annual meeting of the WBEA Executive Board, which is usually held in February.

WBEA candidates for representatives to the NBEA Executive Board must be members in good standing of NBEA/WBEA, and must have served as a voting member on the Executive Board for one full year within the last ten years, preferably as an officer. Two candidates shall be nominated by the WBEA Executive Board at the annual meeting. WBEA shall conduct an election by mail ballot to each WBEA member to determine the final representative.

CBEA MEMBERS SERVING ON THE EXECUTIVE BOARD
TAKEN FROM THE PAST TEN YEAR RECORDS

| | |
|-----------------------|-----------|
| ANDERSON, DONNA | 2001-2003 |
| DEMARCO, ROSALIE | 2003-2006 |
| FARR, TODD | 1998-2001 |
| FITZPATRICK, MAUREEN | 2005-2008 |
| FULGHAM, ROIETTA | 2007-2010 |
| INGRAM-COTTON, BRENDA | 2000-2002 |
| JAMES, RHODA A.M. | 2004-2008 |
| MCFARLAND, MARTY | 2003-2004 |
| O'CONNOR, KAREN | 2011-2013 |
| OMLID, JIM | 2005-2010 |
| SNIDER, LINDA | 2009-2011 |
| WESTON, MARV | 2001-2004 |

APPOINTMENTS BY STATE PRESIDENT

VACANCIES, STANDING COMMITTEES, BOARDS, AND OTHER COMMITTEES

CORPORATE OFFICE – Vacancy

The State President shall fill any vacancies in the Corporate Offices of the State Treasurer, State Secretary, immediate State Past President) by the appointment of an individual who is presently serving as a voting delegate on the Board of Directors or as a Corporate Officer or has served in such capacity within the past five (5) years. The individual appointed MUST meet the qualifications designated in Article VII, Sections 1, 2, and 4 of the Bylaws. Such appointments are to be approved by the Board of Directors within three weeks of such appointment.

A vacancy in the office of President-elect shall be filled by an election. The individual who ran in the previous election for the office shall be guaranteed a place on the ballot if he/she so desires. (Art. VIII, Section 6)

Should the State President become unable to continue, the State Past President shall perform all duties of the State President. (Bylaws Article VIII, Section 6 State President-elect becomes the State President other than at the start of a fiscal year, a new State President-elect shall be appointed.

STANDING COMMITTEE CHAIRS (Bylaws Article IX, Section 1)

The State President shall appoint the following standing committee chairs:

| | |
|--------------------------------|------------------------------------|
| Conference (Policy A2400) | Membership (Policy A2800) |
| Legislative (Policy A2500) | Strategic Planning (Policy A2900) |
| Bulletin Editor (Policy A2700) | Service Recognition (Policy A2950) |

TERM OF APPOINTMENT FOR STANDING COMMITTEE CHAIRS

As the responsibility for all appointive offices rests with the CBEA State President, appointments will be limited to the term of the appointing office. Where the best interests of CBEA will be realized, appointees may be named to a succeeding term.

FABE BOARD OF GOVERNORS

The State President will appoint one of the state officers to serve as a voting member of the FABE Board of Governors for a term of one year. (FABE Bylaws Article III, Section 2-1)

Eleven members of CBEA are appointed to the FABE Board of Governors by the FABE Board in consultation with the CBEA President. (FABE Bylaws Article III, Section 2-2)

PUBLICATIONS BOARD

The State President shall appoint the members of the Publications Board. Each member serves a three (3) year term. One term expires each year. The Publications Board consists of five (5) members--one from a secondary school, one from a post secondary institution, one from a university, a past member of the Board, the state President-elect, and the editor of each CBEA state publication. The CBEA State President will serve as an ex-officio member.

The President-elect serves as the chairperson of the board.

A2000

OTHER APPOINTMENTS (Bylaws Article IX, Section 3)

The State President may appoint such other committees and make other individual appointments necessary to carry out the purposes of the Association.

1. Nominating Committee - Past President serves as Chairman. Section Representatives of Member Sections serve as members of the committee. (Bylaws Article VII, Section 8)
2. Election Committee - Past President serves as Chairman. President of Member Sections serve as members of the committee. (Bylaws Article VII, Section 11)
3. Auditor - The State President shall appoint an auditor who is in close proximity to the State Treasurer. (Bylaws Article VIII, Section 3)
4. Past Presidents' Advisory Committee - Former State Presidents may be appointed to act in an advisory capacity to the Corporate Officers and/or the Board of Directors as needed.
5. Articles of Incorporation and Bylaws - The State Past President serves as chairman of the committee which makes the necessary changes in the Articles and Bylaws, and updates the Policies and Procedures as necessary. (Bylaws Article VIII, Section 5)
6. Strategic Planning Committee vacancies.
7. Legislative Committee vacancies.
8. Affiliates Liaison (as a member of the membership committee).
9. C-BEARS Liaison (as a member of the membership committee).

INDIVIDUAL APPOINTMENTS by the State President to represent CBEA are to be informed CBEA members, experienced in CBEA activities, as well as in the organization to which they are appointed to represent CBEA. Consideration of additional budget requirements will be required if additional individual appointments are made

APPOINTIVE STATE CHAIRMEN - DUTIES AND RESPONSIBILITIES

AFFILIATES LIAISON
(To be included on Membership Committee)

APPOINTMENT

The Affiliates Liaison is appointed by the State President and works with the affiliate organizations: NBEA/WBEA/ISBE, CAVE, and AVA. The person appointed shall be a member of these affiliate organizations and be knowledgeable of their purposes and activities. The Affiliates Liaison must have been a member of NBEA for the previous three years.

DUTIES AND RESPONSIBILITIES

1. Communicates with the CBEA Central Office on the proper membership forms and procedures required for processing memberships. Follows up on inquiries from national headquarters and state offices regarding the status of affiliate memberships.
2. Coordinates affiliate activities involving CBEA state membership promotion.
3. Promotes memberships in the affiliate organizations by:
 - a. Encouraging and working with CBEA Sections to appoint section affiliates chairs
 - b. Providing current affiliate membership information for publication.
 - c. Making arrangements for an affiliate's membership registration table at the CBEA State Conference.
4. Prepares written reports for the membership committee.
5. The Central Office mailing address shall be used for all affiliates' correspondence.

APPOINTIVE STATE CHAIRMEN - DUTIES AND RESPONSIBILITIES

CONFERENCE CHAIR

APPOINTMENT

The State Conference Chair shall be selected by the State President-elect who will be State President at the time of the conference. No Conference Chair will be selected more than a year in advance of the Conference. The incoming Conference Chair will be invited by the current CBEA State President to attend the Spring Board of Directors meeting the year before the conference at conference expense.

DUTIES AND RESPONSIBILITIES

The General Chair of the CBEA State Conference has the following duties and responsibilities:

1. APPOINTS major Committee Chairmen in consultation with the CBEA State President (and the WBEA President whenever a joint CBEA-WBEA Conference is scheduled in the state.)

No more than nine committee chairmen are to be appointed. Appointments to be made are Program Chair, Exhibits Chair, Registration Chair, Publicity Chair, Decorations Chair, Hospitality Chair, Special Events Chair (Professional Growth Day Tours), Door Prize Chair, and Professional Opportunities Chair. The CBEA State Treasurer serves as Finance Chair on the Conference Committee.

Other members of the committee shall be associate representatives (appointed by the associate organization). Expenses incurred by associate representatives in attending these meetings shall be paid by the associate organization. Representatives shall be members in good standing of their organization as well as be CBEA members.

It is recommended that most of the committee chairs be appointed from the northern part of the state when the conference is held in the CBEA Northern Region and from the southern part of the state when the conference is held in the Southern Region of the state.

2. ARRANGES meeting of the Conference Committee.
 - a. The first meeting of the committee shall include discussion of the specific duties for each chair and the general plans for the conference. (Worksheets for Specific Responsibilities of each committee chairmen are on file at the CBEA Central Office.
 - b. Minutes of the meetings shall be distributed to all committee members and state officers.
 - c. Meetings of the entire conference committee are to be called only as necessary and practical. The CBEA State President shall be notified of the meetings and invited to attend.
3. COORDINATES activities of all committee chairmen.
 - a. Serves as ex-officio member of all conference committees.
 - b. Requires that each committee chair keep an accurate record of activities for use by next year's committee. Copies of forms, contracts, and letters are to be forwarded to the Conference Coordinator.
4. REPORTS
 - a. Reports to the Board of Directors at its annual spring meeting proceeding the year for which the chair is responsible.
 - b. Presents an oral and written report to the Board of Directors in the fall preceding the conference. A conference budget will be presented with the report at the Fall Board of Directors meeting for approval.
 - c. Presents a preliminary report, including number of registrants, to the Board of Directors at the

- spring meeting at the conference site.
- d. Gives the final Conference Financial Statement to the CBEA Past President for presentation at the Fall Board of Directors meeting following the conference.
- e. Prepares a Conference Report by May 30 of the conference year with suggestions and recommendations for next year's conference committee.

5. FOLLOWING THE CONFERENCE

- a. Requests that each committee chair complete a final report on their committee's year activities. Copies are sent to the chair for the Conference Chair's Handbook and to the Conference Coordinator.
- b. Maintains Conference Planning Handbooks.

LEGISLATIVE COMMITTEE

The Legislative Committee shall be structured as follows:

1. The Committee shall be composed of
 - a. Four Legislative Representatives appointed by the President for three (3) years on a rotating basis;
 - b. A State Officer (Past President, President, President-elect, or Secretary) appointed by the President on an annual basis
 - c. Ex-officio members: the Section Legislative Representatives, the CBEA Business Education Advocate, the State Department of Education Program Manager, and a representative of the California Community College Chancellor's Office. The CBEA State President is also ex-officio if not the state officer serving on the committee.
 - d. Associate organizations representatives' expenses for delegates attending these meetings shall be paid by the associate organization (SEE A6000).
2. The Chair shall be appointed by the CBEA President and serve a three-year term. The Chair shall be selected from one of the four appointed Legislative Representatives.
3. The Chair, with the approval of the CBEA President, shall appoint from the Committee Representatives a secretary to serve a one-year term.
4. Expenses of all members, officers, and ex-officio members (excepting the Section Legislative Representatives) for attending committee meetings shall be reimbursed out of the Legislative Committee budget. Each section shall pay the expenses of its legislative representative for attending the committee meetings.

PURPOSE

The purposes of the Legislative Committee are to

1. Develop one-year and three-year Legislative Goals and submit them to the CBEA Board of Directors at their Spring meeting for approval.
2. Develop a Work Plan to meet the Legislative Goals; submit the Work Plan to the Board of Directors at their Fall meeting.
3. Implement the Legislative Goals as approved by the Board of Directors.
4. Act as a liaison between the membership and the Business Education Advocate.
5. Develop a legislative network and review that network annually.
6. Initiate in conjunction with the CBEA State Officers interim actions as necessary to meet CBEA legislative goals.

BUSINESS EDUCATION ADVOCATE

The CBEA Board of Directors shall determine on an annual basis whether it should retain a professional business education advocate. The following criteria will be used in selecting a business education advocate. The person should be:

1. Experienced with the legislative process and everyday political behind-the-scenes operations
2. Articulate
3. Able to spend time in Sacramento as needed
4. Knowledgeable of business education and CBEA
5. Capable of communicating with business, industry, legislative representatives, government agencies, and others
6. Capable of fulfilling the responsibilities as set forth in the job description of the CBEA Business Education Advocate.

RESPONSIBILITIES OF THE LEGISLATIVE CHAIR

1. The Legislative Chair will be the liaison between the Business Education Advocate and the Board of Directors, providing direction when necessary on legislative issues. The Chair will have no other CBEA duty while serving as Chair but will have been an active CBEA member.
2. The Chair will monitor and guide the Legislative Committee in accomplishing the Legislative Goals and Legislative Work Plan. In doing this, the Chair will do the following:
 - a. Consult with the CBEA President on all issues on which the Association will take a stand
 - b. Communicate regularly with Legislative Committee members on legislative matters as reported by the Business Education Advocate
 - c. Activate the Legislative Network when a call to action is indicated
 - d. Hold a minimum of two committee meetings a year
 - e. Serve as a member of the Strategic Planning Committee
 - f. Insure that communication is made on a regular basis with the membership concerning the progress of the legislative Work Plan
 - g. Coordinate action through the legislative network as directed by the CBEA President, CBEA Board of Directors, or Legislative Committee
 - h. Serve as a voting representative to VOCAL
 - i. Report to the Board of Directors on the progress of the Legislative Work Plan. Prepare an annual report to the membership through the CBEA Bulletin.
 - j. Report on the financial status of ABE to the CBEA Board of Directors.

RESPONSIBILITIES OF CBEA BOARD OF DIRECTORS

1. The CBEA Board of Directors shall review, revise, and approve the Legislative Committee's proposed one-year and three-year Legislative Goals at its Winter Board meeting
2. The CBEA Board of Directors shall review and approve the Legislative Committee's Work Plan at the Spring Board of Directors' meeting.
3. The CBEA Board of Directors shall approve a process to communicate internally regarding legislation including the following:
 - a. Approve a Legislative Network that can be set in motion when vital legislation matters require immediate response
 - b. Encourage Section members to become involved in legislation by providing workshops, speakers, etc., at State and Section levels.
4. The CBEA Board of Directors shall approve a contract for a business education advocate annually, if one is to be retained
5. An officer of the CBEA Board of Directors shall file the necessary disclosure quarterly reports on influencing legislation or administrative action to the Fair Political Practices Commission, required under the California Political Report Act of 1974.

APPOINTIVE STATE CHAIRMEN - DUTIES AND RESPONSIBILITIES

PUBLIC AND PROFESSIONAL RELATIONS

APPOINTMENT

The State CBEA President shall appoint a Public and Professional Relations Chairman. (Bylaws, Article IX, Section 1)

The person appointed should be familiar with public relations principles and activities. The person should be knowledgeable of all components of business education and the Association. This position is a one-year appointment subject to reappointment.

The Public and Professional Relations (P&PR) Chairman will report to the State President.

DUTIES AND RESPONSIBILITIES

1. The Public and Professional Relations (P&PR) chairman will chair the P&PR Committees composed of the Chairman, Business Education Advocate, Central Office Executive Director, State President-elect and other members as needed.
2. Plan and conduct meetings as appropriate.
3. Based on the Associations' State Strategic Plan, the committee will develop a P&PR plan for the following year January 1-December 31 to promote and foster a positive image of business education and the Association. The P&PR plan will be presented to the Board of Directors at the Spring meeting for discussion, approval, and implementation. A critical component of the plan will be building advocacy relationships with business and industry agencies and other educational and community agencies and associations.
4. Be responsible for coordinating the overall public relations activities outlined in the P&PR plan.
5. The Public and Professional Relations Chairman will serve as a non-voting member of the Board of Directors. The P&PR chairman will submit at each Board meeting a written report on the activities of the P&PR Committee and the accomplishments of the P&PR plan.

A2700

APPOINTMENT STATE CHAIRMEN - DUTIES AND RESPONSIBILITIES

CBEA BULLETIN EDITOR

APPOINTMENT

The State CBEA President shall appoint a CBEA BULLETIN Editor.

The State CBEA President-elect shall appoint an Associate Editor to assist the Editor.

The person appointed should be familiar with the various facets of the Association activities. The person should be knowledgeable or have access to desktop publishing and graphics including layout for publications.

The CBEA BULLETIN Editor will report to the State President.

DUTIES AND RESPONSIBILITIES

1. The principal duty of the CBEA BULLETIN Editor is to work with the CBEA President in the publication and distribution of the CBEA BULLETIN (President's Newsletter) to the membership.
2. The CBEA BULLETIN Editor is responsible for preparation, printing, and mailing of issue(s) of the CBEA BULLETIN. The editor will solicit articles for each publication from each of the State Appointed Chairs. The editor will arrange for printing, labeling, tying, and bundling the Bulletins in zip order as required by the post office for permit bulk mailing. Follow-up mailings to new members joining CBEA between BULLETIN mailing dates are the responsibility of the Central Office.
3. Refer to P4300, P4300.1, and P4300.2 for additional information about issues(s), content, deadline dates, mailing dates, advertising, and mailing lists for the CBEA BULLETIN.
4. The CBEA BULLETIN Editor will be a member of the Publications Board. Refer to P4400 for additional information.
5. The CBEA BULLETIN Editor will serve as a non-voting member of the Board of Directors. A written report with information on the BULLETIN content, deadline dates, costs, advertisement income, issues printed and mailed, will be submitted at each Board of Directors' meeting.

A2800

APPOINTIVE STATE CHAIRS -- DUTIES AND RESPONSIBILITIES
MEMBERSHIP COMMITTEE CHAIR

APPOINTMENT

The State CBEA President shall appoint a Membership Chair for the Membership Committee composed of section representatives, associate organization representatives, Affiliates' Liaison, and a C-BEARS' Liaison.

The person appointed should be strongly interested in promoting membership for the organization. This position is a one-year appointment subject to reappointment.

The Membership Chair will report to the State President-elect.

DUTIES AND RESPONSIBILITIES

1. Chair the Membership Committee composed of the section committee chairs, Affiliates' Liaison, and C-BEARS' Liaison.
2. Plan and conduct a minimum of two membership committee meetings a year. One of the meetings may be held at the state conference.
3. Based on the Associations' State Strategic Plan, develop with the Membership Committee a statewide plan for retaining and recruiting members during the following year January 1-December 31. This plan will be presented to the Board of Directors at the Spring meeting for discussion, approval, and implementation.
4. Coordinate the membership mailings with the President and the State Conference Chair.
5. The Membership Chair will submit a membership promotion article for each issue of the CBEA BULLETIN.
6. The Membership Chair will communicate with the sections about the progress of the statewide membership plan and the goals obtained in each of the sections.
7. The Membership Chair will serve as a non-voting member of the Board of Directors. The Membership Chair will submit a written report on the activities of the membership Committee and the accomplishments of the statewide membership plan for each Board Meeting.

APPOINTIVE STATE CHAIRMEN -- DUTIES AND RESPONSIBILITIES

STRATEGIC PLANNING COMMITTEE

APPOINTMENT

The chairman and members of the Strategic Planning Committee are appointed by the CBEA State President. (Bylaws, Article IX, Section 1 and 3). Individuals considered for these appointments should be familiar with CBEA and its activities, the purpose and responsibilities of the Strategic Planning Committee, and the problems and needs of CBEA and business education in California.

The SPC shall consist of a chairman and eleven members. These members shall include the CBEA State President, the CBEA State President-elect, the CBEA State Past President, a representative from the State Department of Education, a representative from the Chancellor's Office of the California Community Colleges, the CBEA Legislative Chair, the Membership Chair, and three CBEA members-at-large. Members-at-large shall be appointed by the CBEA State President and shall serve two-year terms. Associate organizations may appoint representatives to the SPC (see A6000). A Secretary may be elected or the Chairman may assume this duty.

PURPOSE

The Strategic Planning Committee shall develop short- and long-term plans and strategies for the improvement of CBEA and business education in California. Coordination and cooperation between CBEA committees and sections and between CBEA and other associations, government, business and industry organizations shall be included in these plans.

RESPONSIBILITIES

The responsibilities of SPC shall include, but not be limited to the following:

1. To act as an advisory body and sounding board for the CBEA Board of Directors regarding short- and long-term plans for the development of better business education interests in California through CBEA operations and goals.
2. To identify short- and long-term problems related to CBEA and business education, to develop a priority list of these problems, and to recommend strategies and courses of action to meet them.
3. To determine and recommend the appropriate agency, group, or task force to work on the problems and strategies identified.
4. To review and evaluate the agency, group, or task force's recommendations and report to the CBEA Board of Directors for action.

MEETINGS

The SPC shall meet at the call of the Chair or the CBEA State President or a majority of the voting Board of Directors. It is suggested that the Committee meet at least once a year for the purpose of evaluating the progress towards accomplishing the established short- and long-term goals. Expenses of persons attending the meetings shall be reimbursed according to the CBEA State Policies and Procedures (B2100).

APPOINTIVE STATE CHAIRS - DUTIES AND RESPONSIBILITIES

SERVICE RECOGNITION CHAIR

APPOINTMENT

The Service Recognition Chair is appointed by the State President.

DUTIES AND RESPONSIBILITIES

Responsibilities shall include promoting, publicizing, and distributing CBEA certificates and awards. Duties shall include the following:

1. Contacts the State Officers and Section Delegates for nominations for each of the CBEA awards.
2. Presents the nominees for Outstanding Service, Legislator, and State Life Membership awards at the Fall Board of Directors' meeting.
3. Works closely with the Section Representatives in publicizing awards and certificate programs.
4. Arranges for the printing, signing, and completion of Certificates of Recognition, Certificates of Appreciation, and such other certificates as CBEA authorizes.
5. Orders the appropriate plaques and gavels for the awards to be presented at the state conference.
6. Distributes awards information from ACTE, NBEA, WBEA, and other affiliates.
7. Serves as a non-voting member on the CBEA Board of Directors.
8. Sends the CBEA BULLETIN Editor articles about awards and awards recipients.
9. Sends articles about CBEA award winners to NBEA and WBEA publications and other publications as appropriate.

A4100

THE CBEA AWARD FOR OUTSTANDING SERVICE

AWARD

The CBEA Award for Outstanding Service is CBEA's highest professional award. The award is for a person who has served and contributed to CBEA and business education in California through state leadership, service, research, and writing.

NOMINATIONS

The nominee submitted for the CBEA Award for Outstanding Service will be an individual who has served and contributed to CBEA and business education through state leadership, service, research, and writing. State leadership may, but does not necessarily mean service on the State Board of Directors. The individual nominated must not be currently serving as an elected corporate officer.

There shall be no limit to the number of times a person may be nominated or presented the award.

The CBEA Award Nomination form is to be used for each candidate. CBEA Section delegates are to submit nomination forms to the CBEA State Service Recognition Chairman two weeks prior to the Board of Directors meeting in the fall. Each year the State Board of Directors may approve the granting of only one CBEA Award for Outstanding Service.

The nomination will be limited to the form provided. **NO OTHER SUPPORTING MATERIALS MAY BE ATTACHED!**

PRESENTATION

The CBEA President notifies the recipient of the CBEA Award. The Program Chairman of the Annual State Conference must also be notified by the State President.

The CBEA Award is presented at the Annual State Conference by the CBEA President or his appointee.

If the recipient of the award is unable to be present at the conference, a proxy should be selected to receive the award on behalf of the recipient.

CBEA HONORARY STATE LIFE MEMBERSHIP AWARD

DESCRIPTION

An Honorary State Life Membership may be awarded to a retiring or retired individual who has made such a significant contribution to the advancement of business education in California that his/her selection for the state honorary life membership receives the approval of the CBEA Board of Directors. An individual awarded the CBEA Honorary Life Membership receives full membership privileges without payment of DUES. No more than two Honorary State Life Memberships may be awarded in any one membership year.

SELECTION CRITERIA (MINIMUM)

To be considered for approval by the Board of Directors, a person will meet the FIRST and SECOND listed requirements and AT LEAST THREE (3) out of the four (4) remaining criteria:

1. Service to CBEA as a state officer, delegate (2 years), or appointee to the CBEA Board of Directors. Two years of service is a minimum consideration.
2. Current CBEA member (if not retired).
3. CBEA member at least two (2) years immediately prior to retirement.
4. CBEA member minimum of ten (10) consecutive years.
5. Advanced Business Education in California through classroom instruction, writings, speaking, research, or special contributions.
6. Advanced Business Education nationally through writing, speaking, research, or service to national/regional professional associations.

NOMINATION PROCEDURE

Nominations will be made by sections of CBEA. A CBEA Section wishing to nominate an individual for a CBEA Honorary State Life Membership shall submit a properly completed official nomination information form to the Service Recognition Chairman at least TWO WEEKS in advance of the Fall Board of Directors meeting. The nomination will be limited to the form provided. No other support materials may be attached.

The Service Recognition Chairman will verify that the official nomination information form is properly completed and will present the names of the nominees to the members of the CBEA fall Board of Directors for review and action.

PRESENTATION OF AWARD

The Honorary STATE LIFE membership card may be presented at the CBEA Annual State Conference to the recipient. The award is NOT made to a proxy.

The Honorary STATE LIFE MEMBERSHIP CARD may be presented to the State Life Member at the Section meeting by the Section Representative or may be mailed directly to the retiring member by the STATE PRESIDENT OR DESIGNEE.

An Honorary State Life Membership Award certificate, in an appropriate frame, will also be presented to the honorary member.

A4300

CBEA OUTSTANDING BUSINESS EDUCATOR
(Elementary/Middle School, High School, Post Secondary, University)
(One Award at each Level)

DESCRIPTION

Each year no more than four CBEA members may be recognized for outstanding performance in the classroom. One recipient from each level may be recognized. Applicants or their representative(s) should complete the form and submit it to the Service Recognition Chair by the deadline established by the Board of Directors.

Recipients must currently be teaching at the level recognized. The four levels shall be:

- a. Elementary/Middle School—includes junior high school
- b. High School—may be a 3- or 4-year high school
- c. Post Secondary—includes community colleges, vocational, and adult schools
- d. University—includes all 4-year colleges and universities

This award is to be presented to someone who has done significant work in the classroom in the form of innovative teaching, program development, business education promotion, and/or student organizations. The awards shall be represented by an appropriately worded plaque presented at the State Conference.

SELECTION CRITERIA (MINIMUM)

To be considered for one of these awards, a person must:

- a. Have been a CBEA member for the immediate past three years prior to receiving the award as well as be a current member the year the award is presented.
- b. Be currently teaching at the level for which the award is presented.
- c. Have advanced Business Education in the classroom through classroom instruction, writings, speaking, research, student organizations, or outstanding contributions. 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.

NOMINATION PROCEDURE

Nominations will be made by CBEA sections. Properly completed applications must be submitted to the Service Recognition Chairman at least TWO WEEKS in advance of the Fall Board of Directors meeting. The nomination will be limited to the forms provided. Forms will follow the guidelines of the Western Business Education Association (WBEA) and the National Business Education Association (NBEA) awards.

The Service Recognition Chairman will verify that the official nomination information form is properly completed. The Service Recognition Chairman will present the nominees to the CBEA Board of Directors for review and action.

PRESENTATION OF AWARD

The Outstanding Business Educator awards shall be presented at the CBEA Annual State Conference. A professional plaque with the CBEA seal will be designed and presented to each recipient.

OUTSTANDING NEW MEMBER AWARD REGULATIONS

(check one level)

- | | |
|---|---|
| <input type="checkbox"/> Elementary/Middle/Junior High School | <input type="checkbox"/> Postsecondary |
| <input type="checkbox"/> High School | <input type="checkbox"/> Senior/College/Collegiate/University |
| <input type="checkbox"/> Other | |

PROCEDURES

1. Nominations may be made by any CBEA member.
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 the nomination packet to the CBEA Service Recognition Chair postmarked no later than the deadline date.

*** If a nominee is not selected for the award the first year of nomination, the papers may be considered the next year. Contact the Service Recognition Chair/Co-Chair 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 new member of CBEA.
2. The recipient should be currently teaching business at the level for which he/she is being nominated or involved in business education programs.
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 pages that answer the six criteria areas.
3. Staple the packet in the upper left corner. Do not put documents in a folder or binder.

Mail or email entries to CBEA Service Recognition Chair.

ASSOCIATE ORGANIZATION MEMBERSHIP

DEFINITION

Associate Organization membership shall be open to statewide organizations in California who meet the following:

1. Are in support of education for and about business as one of their purposes.
2. Have a yearly minimum of 50 members in their organization.
3. Offer CBEA membership on their own membership application form.

PURPOSE

The purpose of an Associate Organization Membership is to give those organizations who support education for and about business as one of their goals an opportunity to maintain their own identity and special interests while also being a part of the California Business Education Association.

REQUIREMENTS

An organization who wishes Associate Organization Membership must each year comply with the following:

1. The Associate Organization's constitution, bylaws, and policies and procedures must not infringe on or abridge the CBEA bylaws and policies and procedures. In cases of conflict, the CBEA bylaws and policies and procedures shall take precedence.
2. Pay to the CBEA State Treasurer annual associate organization dues of \$60.
3. Submit associate organization membership list to the CBEA State Treasurer.
4. Offer CBEA membership on their membership form.
5. Forward individual CBEA membership dues to the CBEA State Treasurer in the prescribed manner.

RIGHTS AND RESPONSIBILITIES

An Associate Organization:

1. May have a voting delegate on the State CBEA Board of Directors and a voting representative on the CBEA State Legislative, Conference, and Strategic Planning committees. Expenses incurred by the delegate or representative in attending these meetings shall be paid by the associate organization. Representatives shall be members in good standing of their organization as well as be CBEA members. Committee representatives are to be appointed by the associate organization.
2. Shall include the CBEA President, President-elect, and CBEA Central Office on their mailing list.
3. The CBEA State President will appoint a voting delegate to the associate organization's board.

CBEA SECTIONS-COUNTY BOUNDARIES

Sections Listed in Alphabetical Order with Section Code Number

County Code Number Follows Name of County

| BAY (2) | |
|---------------|----|
| Alameda | 01 |
| Contra Costa | 07 |
| Lake | 17 |
| Marin | 21 |
| Mendocino | 23 |
| Napa | 28 |
| San Francisco | 38 |
| San Mateo | 41 |
| Santa Clara | 43 |
| Santa Cruz | 44 |
| Solano | 48 |
| Sonoma | 49 |

| CENTRAL (4) | |
|-----------------|----|
| Fresno | 10 |
| Inyo | 14 |
| Kern | 15 |
| Kings | 16 |
| Madera | 20 |
| Mariposa | 22 |
| Merced | 24 |
| Mono | 26 |
| Monterey | 27 |
| San Benito | 35 |
| San Joaquin | 39 |
| San Luis Obispo | 40 |
| Stanislaus | 50 |
| Tulare | 54 |
| Tuolumne | 55 |

| NORTHERN (5) | |
|--------------|----|
| Alpine | 02 |
| Amador | 03 |
| Butte | 04 |
| Calaveras | 05 |
| Colusa | 06 |
| Del Norte | 08 |
| Eldorado | 09 |
| Glenn | 11 |
| Humboldt | 12 |
| Lassen | 18 |
| Modoc | 25 |
| Nevada | 29 |
| Placer | 31 |
| Plumas | 32 |
| Sacramento | 34 |
| Shasta | 45 |
| Sierra | 46 |
| Siskiyou | 47 |
| Sutter | 51 |
| Tehama | 52 |
| Trinity | 53 |
| Yolo | 57 |
| Yuba | 58 |

| SAN DIEGO/IMPERIAL (6) | |
|------------------------|----|
| Imperial | 13 |
| San Diego | 37 |

| SOUTHERN (7) | |
|----------------|----|
| Los Angeles | 19 |
| Orange | 30 |
| Riverside | 33 |
| San Bernardino | 36 |
| Santa Barbara | 42 |
| Ventura | 56 |

BUDGET PLANNING

FISCAL YEAR

The fiscal year of the Association is January 1 to December 31.

MEMBERSHIP DUES

| | |
|--------------------------------------|---|
| CBEA individual membership dues are: | |
| Regular Member | \$60 more than 10 hours per week |
| Part-time Member | \$45 10 hours or less per week |
| Student Member | \$25 |
| Retired Member | \$25 |
| Special Section | \$10 in addition to the \$60 for the Regular Membership |
| Lab Technician | \$45 |
| Instructional Assistant | \$45 |

FORMULATION OF A BUDGET

A major function of the Treasurer is that of formulating a budget to be presented to the Board of Directors for approval at the winter Board of Directors' meeting. The budget shall be reviewed at the new officers' meeting. The final budget shall be approved at the winter Board meeting.

The income section of the budget shall be based on the previous year's membership income and shall incorporate the balanced budget concept.

RESERVE ACCOUNTS

Encumbered Reserve accounts shall include the following: Savings and Investment Accounts.

Every effort shall be made to maintain a balance equal to one year's operating budget in the encumbered reserve fund.

Transfers from specific Encumbered Reserve Funds to the Operating Budget must be used for those specific kinds of expenditures covered by the Reserve account from which funds are transferred. Encumbered accounts shall be reviewed annually as to the appropriateness of their purpose and balances.

PREPARATION OF BUDGET

The CBEA Treasurer prepares the original budget worksheet. The worksheet is presented to the Corporate Officers for discussion at the Winter Officers' meeting. The proposed budget, approved by the Corporate Officers, is submitted to the Winter Board of Directors' meeting by the Treasurer.

APPROVED BUDGET

The final budget shall be approved by the members of the Board of Directors at the Spring Board meeting.

REIMBURSEMENT FOR EXPENSES

Reimbursement for certified expenses shall be made to the one Delegate from each Member Section and to the Corporate Officers of the Association for attendance at any meetings of the Board of Directors.

Expenses incurred by the delegate or representative from an Association Organization shall be paid by the Associate organization. (Bylaws, Article XI, Section 1)

Reimbursement for expenses shall be made to those individuals attending the Board of Directors' meetings at the request of the CBEA President. (Bylaws, Article XI, Section 2)

The state treasurer will pay approved budgeted expense items after presentation of the standard expense voucher forms signed by the committee chair or state officer. Receipts for expenses shall be attached to the voucher forms.

All expense items and vouchers for the CBEA fiscal year (January 1 to December 31) must be submitted to the state treasurer. Individual reimbursements must be submitted to the state treasurer within 30-days of the expenditure.

CBEA will reimburse for meals at the rate of \$5.50 for breakfast, \$9 for lunch, and \$17 for dinner for attending CBEA Board of Directors' meetings, Leadership, Officers' meetings, or other meetings as appointed by the President. The hotel rate will be one-half of the negotiated room rate. Mileage reimbursement will be at current federal rate unless reimbursement is received from other sources.

BOARD OF DIRECTORS

GOVERNING BODY

The Corporate Board of Directors is the governing body of the Association. The Board is composed of the CBEA Corporate Officers (President, President Elect, Treasurer, Secretary, and Past President), the voting Delegate from each Member Section, and a representative from each associate organization. (Bylaws, Article IV Section 1 and Article V Section 5)

The Corporate Board of Directors has the power to conduct all business of the Association.

MEETINGS

1. The Board of Directors shall hold an annual meeting no later than the first Saturday in November. Other meetings of the Board may be called by the President. (Bylaws Article VI, Sections 2, 3)
2. State Officers, voting Delegates of the member sections, and one delegate of an associate organization are voting members of the Board. (Bylaws Article V, Sec. 1, 5)
3. A quorum shall consist of two-thirds of the voting members of the Board of Directors. There shall be no voting by proxy. (Bylaws Article X, Section 1)
4. The place of the Spring Board of Directors' meeting shall be determined by the President. Consideration will be given to the convenience of the Board members as well as costs to the association. The Spring Board of Directors meeting will be held to a minimum size whenever possible.
5. A fall meeting shall be held immediately preceding the opening of the state conference.
6. Other meetings of the Board of Directors may be called by the President or called upon a petition signed by a majority of the Board of Directors.
7. AGENDAS for the Board of Directors meetings are provided to members of the Board by the President not less than 10 nor more than 60 days prior to the date of the Board Meeting.
8. REPORTS for the Board of Directors meetings should be submitted two weeks prior to the Board Meeting. Reports not received two weeks prior to the meeting will not be on the agenda.

REPRESENTATION ON BOARD OF DIRECTORS

Only current members are eligible to serve as members of the Board of Directors.

Each Member Section is entitled to one voting Delegate on the Board of Directors. The Representative of the Section shall be designated as the Delegate. If unable to attend or serve, an alternate will be selected. (Bylaws, Article V, Section 4) Substitutes shall be duly selected as alternates. (Bylaws, Article V, Section 4, 1-3)

The CBEA Corporate Officers and the Section Delegates from the Member Sections are the voting members of the Board of Directors. The Ex-Officio members and the Appointed Standing Committee Chairpersons are non-voting members at a meeting of the Board of Directors.

Each Associate Organization is entitled to ONE voting representative to the Board. (Bylaws Article V, Section 5)

The Ex-Officio members of the Board of Directors are a Designee from the State Department of

Education; a Designee of the office of the Chancellor of the California Community Colleges; and the Chairman of the FABA Board of Governors. (Article V, Section 6)

The Standing Committee Chairs are State Conference, Legislation, Strategic Planning, Membership, and Service Recognition. (Article IX, Section 1)

Others (non-voting) may be invited by the State President to attend and report to the Board of Directors.

The President-Elect presents the list of CERTIFIED DELEGATES and representatives at EACH Board of Directors meeting. (Article V, Section 10)

REIMBURSEMENT FOR EXPENSES-CURRENT POLICY

Expenses of state officers, delegates, and others invited by the President to attend and report at the board are paid from CBEA budgeted funds for Board of Directors' meetings. (Bylaws Article XI, Sections 1, 2) Expenses of Officers, Delegates, and others invited by the President to attend and report at the Board of Directors' meetings are to be paid from CBEA Treasury funds on the following basis:

1. Travel Allowance:

Air fare or automobile mileage reimbursement will be at current federal rate unless reimbursement is received from other sources.

- a. Air fare is the air-coach economy rate.
- b. Where private car is used, mileage is paid to the driver of the auto. (Every effort should be made to pool such transportation to cut costs.)
- c. Where transportation costs occur to and from airports, actual costs will be allowed

2. Lodging and Meals:

- a. CBEA will reimburse for meals (\$5.50 for breakfast, \$9 for lunch, \$17 for dinner).
- b. CBEA will reimburse at one-half of the designated hotel's rate.
- c. In order to claim the room rate, a person must stay in a hotel and provide the State Treasurer with the receipt.
- d. Should a group meal be held, CBEA will pick up the cost for that function and no reimbursement may be claimed for that function. Meals to be included are those eaten at regular meal times while in route to or from the meeting and while in attendance at the meeting.

CENTRAL OFFICE OPERATIONS

Under the President's direction, the Central Office shall perform the following functions and duties:

FACILITIES AND EQUIPMENT:

1. Maintain a post office box address for communication with the association fixed address.
2. Act as clearing house for intra- and inter-association communications.
3. Provide the association with needed storage space.
4. Provide a fixed location for in-house clerical functions to include office space, a telephone service, and utilities for the office equipment.
5. Provide electronic communication media and computer services.
6. Maintain credit card processing equipment and interact with processing companies.
7. Secure and maintain all office supplies for the association.

EXPENSE CATEGORIES FOR CENTRAL OFFICE OPERATIONS:

A. Membership Database

1. Maintain the membership database and generate reports as requested.
2. Maintain a database of prospective and former members and a database of Honorary State Life Members and Section Life Members.
3. Handle routine correspondence not requiring officer attention.
4. Arrange for printing and distribution of official stationery and membership application forms and membership cards forms.
5. Maintain and process all memberships.
6. Assists, as requested, in membership recruitment at section and professional meetings.
7. Prepare and send a monthly list of new and affiliate members to the State Membership Chair and affiliate organizations.
8. Provide mailing labels for membership promotion when requested
9. Create and furnish state and section membership rosters periodically for review.
10. Prepare and print the President's message included in the renewal mailing.
11. Provide a current membership application form for inclusion in the BULLETIN when it is mailed to members
12. Maintain copies of Membership Reports by Section for prior years and furnish such reports to the State Treasurer as requested.
13. Verify membership status of all conference registrants for the Conference Registration Chairperson to determine if non-member registration fees apply to any conference registrants.
14. Provide a listing of the CBEA members eligible for nomination to state office to the Past President for mailing to the nomination committee.
15. Order, print, and distribute CBEA flyers at the discretion of the Membership Chair and other Board Members.

B. Central Operations:

1. Prepare deposit slips, make bank deposits, and provide a copy of the deposits with transmittals to the State Treasurer for recording in the treasurer's books.
2. Handle routine correspondence not requiring Board attention.
3. Notify the president of all known meetings requiring the president's attention.
4. Prepare, and distribute the CBEA State Directory of State Officers, Board of Directors, appointive chairpersons, and section representatives.
5. Provide potential site information and estimated costs to President, Executive board, and Conference Chair.
6. Prepare the association calendar of professional meetings.
7. Provide the President with the existing VIP list to review for the current year's mailing list.
8. Prepare a list of members, types of memberships, and amount of dues collected and deposited on a monthly basis for the State Treasurer.
9. Maintain mailing list of VIPs and any non-member to whom publications should be sent.
10. Maintain a file of prospective advertisers for publications.
11. Maintain a supply of official CBEA emblems, blank awards, and nomination forms.
12. Provide any materials maintained in the CBEA permanent files to the board of directors upon request.
13. Provide information on the association to the public and potential members.
14. Maintain the "History" and all historical documents of the association including bylaws, policies and procedures, minutes, treasury reports, publications, position papers, photographs, and awards.
15. Maintain current general files of the association, including current bylaws, policies and procedures, correspondence, financial, and income tax records.
16. Maintain the State Treasurer's prior years' record books, conference finance books, CBEA Journal Books, and Central Office books for future reference.
17. Maintain copies of income tax records.
18. Serve as a support person for the Conference Committee.

C. Cvent maintenance:

1. Set up and manage the Cvent pages and information.
2. Update membership and convention changes in Cvent database.
3. Receive and process membership, donation, and convention registration forms.
4. Reconcile donations, memberships, and convention deposits.
5. Enter transactions manually from mail in receipts.
6. Contact and correct problems as they occur.
7. Coordinate transfer of information to the treasurer as needed.
8. Communicate with Cvent regarding updates, changes, and contracts.
9. Maintain and operate the List Serve function.

D. Web Page Support:

1. Make quick changes to the Association website.
2. Inform web master of new information and corrections to be made on the web site.
3. Provide lists and information as requested by the web master.
4. Coordinate the Cvent pages with the website pages.
5. Provide documents, logos, artwork and pdf's as requested by the web master.

PAYMENT AND REIMBURSEMENT:

1. Payments shall be a monthly stipend to be set annually by the Board of Directors in consultation with the Central Office Manager.
2. Expenses for printing or copying shall be reimbursed if not provided by the Association.
3. Postage will be reimbursed for official mailings.
4. Phone/Fax line will be provided.
5. The Central Office Manager shall provide a monthly report to the Treasurer indicating the proportion of the monthly stipend to be assigned to each of the four payment categories (A, B, C, D.)
6. An annual contract, to be approved by the Board of Directors for the person(s) appointed as Central Officer Manager.
7. The monthly rate of payment shall be determined by the Board of Directors annually.

CENTRAL OFFICE CONTINGENCY

The occasion may arise when the CBEA Central Office could become inoperative. Such occasions might involve the Manager of The Central Office and/or the Central Office itself. Among such situations might be the following:

1. The Manager of the Central Office may resign.
2. The Manager of the Central Office may become incapacitated.
3. The physical plant of the Central Office may become damaged by fire, earthquake, flood or vandalism.

Should such occasions as described arise, the subsequent procedures for the association to follow are those detailed below.

OCCASIONS DIRECTLY INVOLVING THE CBEA CENTRAL OFFICE DIRECTOR:

1. Upon the resignation or upon the incapacity of the Manager of the Central Office to fulfill the designated duties, the President of CBEA shall assume full responsibility of the records and properties of the association.
2. Within three weeks after the resignation or declaration of incapacity of the Manager of the Central Office, the President of CBEA shall convene the State Officers of CBEA for a special meeting. The expressed purpose of the special meeting shall be to assess the situation at hand and to begin negotiations for appointing a temporary or permanent replacement of the Manager of the Central Office.
3. Actions taken by the President and/or the State Officers shall be transmitted to the Executive Board for approval within a reasonable time.

OCCASIONS INVOLVING INCAPACITY OF THE CENTRAL OFFICE:

1. Upon the event of disaster which disables only the physical plant of the Central Office, the Manager shall continue fulfilling the duties insofar as is possible.
2. Upon the event of disaster which disables both the Manager of the Central Office and the physical plant of the Central Office, the President of CBEA shall assume full responsibility of the available records and properties of the association.
3. Upon the event of either #1 or #2 as detailed in this section, the President of CBEA shall convene the State Officers of CBEA with a three-week period of time. The special meeting called by the President shall be for the expressed purpose of assessing the situation at hand; beginning proceedings for re-establishing the Central Office; and, if necessary beginning negotiations for appointing a temporary or permanent replacement of the Manager of the Central Office.
4. Actions taken by the President and/or the State Officers shall be transmitted to the Executive Board for approval at its next regularly scheduled meeting.

EVENT PLANNER

The President may appoint a current CBEA member familiar with the organization to perform all or selected functions and duties as listed below

GENERAL FUNCTIONS

1. Secure sites for conferences and all state board, officers, and committee meetings.
2. Secure and carefully review all hotel site contracts.
3. Make room reservations for state board members, state officers, and committee members when necessary.
4. Make room assignments.
5. Make arrangements for food and beverage needs.
6. Contract for complimentary services and rooms.
7. Serve as contact person for all arranged events.
8. Coordinate for complimentary services and rooms.
9. Build relationships with outside organizations that can be helpful in securing speakers.
10. Maintain communication amongst committees, board of directors, and central office.

DUTIES PERTAINING TO STATE CONFERENCES AND PLANNING

1. Serve as the state conference site selection chair.
2. Serve as contact person for conference site.
3. Assist the state conference committee in its work and/or deliberations as requested.
4. Collect and maintain historical data detailing past conferences.
5. Develop a master timetable for all duties pertaining to state conferences.
6. Develop and manage a realistic working conference budget in conjunction with state treasurer.
7. Define functions, responsibilities, and review committee assignments to keep them up to date and relevant.
8. Be responsible for forming committees and chairs with input from state president.
9. Organize and coordinate conference committee meetings.
10. Maintain and update conference workbooks.
11. Develop a reporting system to inform Board of Directors of key information on conference operations on a monthly basis.
12. Must be on site during conference(s).
13. Develop strong conference goals.
14. Control, review and adjust operating expenses to stay within budgetary constraints.
15. Review all conference functions during the event to improve their usefulness and cost-effectiveness.
16. Encourage innovative approaches in the design of conference programs/activities to make them more exciting to motivate the greatest number of people to register.
17. Outline a detailed agenda for conference committee and dignitaries.
18. Decide on a time schedule and number of sessions that will provide a range of interest, focus, coherence, and practicality for the maximum number of prospects.
19. Develop a meeting design that creates conditions in which participants learn through formal and informal interaction.

CBEA STATE CONFERENCE
CONFERENCE GENERAL CHAIR*

The Conference General Chair will have the overall responsibility for the operation of the conference. Some specific responsibilities include:

1. Appointment of major conference chairs. Capable and dependable persons are to be selected. The Conference General Chair consults with the CBEA State President on such appointments. Committee chairs to be appointed may include:

| | |
|---------------------------|---------------------------------------|
| PROGRAM | HOSPITALITY |
| EXHIBITS | MEALS |
| COMPUTER WORKSHOPS | PAST PRESIDENTS |
| AUDIOVISUAL | PROFESSIONAL OPPORTUNITIES |
| DECORATIONS | PUBLICITY |
| DOOR PRIZES | REGISTRATION |
| EVALUATIONS | SPECIAL EVENTS (Personal Growth Tour) |
| FACILITATORS | UNIVERSITY CREDIT |
| FINANCE (State Treasurer) | |

The Conference General Chair appoints the chairs for the conference committee. The appointed chairs, with the elected State Treasurer, the Event Planner (if one has been appointed), and the Conference General Chair comprise the State Conference Committee. The CBEA State President and the State President-elect are ex-officio members of the committee and are invited to attend meetings of the committee.

2. Provides the specific responsibilities worksheets to each committee chair.
3. Prepares, with the CBEA State Treasurer and advice from the State President and State President-elect, a conference budget.
4. Coordinates activities of all committee chairs.
5. Sets dates, time, and place of meetings of general committee. Chairs are requested to have written "action" reports of activities for distribution at each meeting.
6. Prepares minutes of each conference committee meeting and distributes to committee chairs immediately following the meeting.
7. Arranges for the printing of the conference letterhead stationery. Two reams are usually sufficient.
8. May work with the Event Planner on all arrangements with the hotel.
9. Determines with the CBEA State President and the Program Chair the number of conference general sessions, breakout sessions, banquets, meals, and the hours for each.
10. Determine with the Program Chair section topics, number of breakouts, location, and hours of breakouts. (Keep in mind exhibit times.) A tentative outline is to be suggested one year preceding the conference.
11. Arrange for the printing of the final program for conference registrants.
12. Submit the printed programs to the Registration Committee. The Exhibits Chair will also require programs for exhibitors.
13. Within two months following the conference, obtain from each chair the final written report on the committee's activities, results and recommendations for future conference committee chairs.
14. Makes the following reports during the year:
 - a. Preliminary conference report to the CBEA State Board of Directors at the meeting a year preceding the conference date.
 - b. A written and oral conference report at both the Fall State Board of Directors meeting and the Spring Board.
 - c. Final summary report of the conference three to four months following the conference, with recommendations for future state conferences.

*See CBEA Policies & Procedures A2400 for additional Duties and Responsibilities.

CBEA STATE CONFERENCE

FINANCE CHAIR (STATE TREASURER)

The State Treasurer must maintain close contact with all other state conference committees to ensure timely dissemination of financial information and to insure the maintenance of proper accounting procedures.

1. Assist the General Chair with the preparation of the total conference budget.
2. The state treasury bank account will be used for the deposit of conference receipts and disbursements of conference expenditures.
3. Acquire extra bank endorsement stamp (for use by Registration Chair), receipt book, and cash box for use during conference.*
4. Prepare standard disbursement form (expense voucher form) for use by Conference Committee. All conference checks issued must have a completed Expense Voucher form prepared with supporting receipts and invoices.
5. Keep accurate records of all monies received and disbursed.
6. Make immediate deposits of all receipts as received from the Exhibits Chair. (Registration Chair will make deposits of registration fees direct to bank. Provide deposit slips to Registration.)
7. Assist conference committee in determination of conference meal costs.
8. Handle receipt of registration fees during registration at conference.
9. Assist registration in the accounting for meal tickets prior to and during the conference.
10. Furnish fund balances to committee Chairs as required.
11. Records of CBEA membership dues are forwarded as soon as deposited to the CBEA administrative assistant for membership processing.
12. Prepare a final accounting report on the conference, which includes copies of forms used and financial records, and recommends/suggests, any changes in forms and procedures for future conferences within two months of the end of the conference. Send the report to the General Conference Chair.
13. Ship all financial books and records to the CBEA Central Office after the final accounting report has been made.

*Receipts should be given for all cash received. Sufficient change is required for use during conference registration.

CBEA STATE CONFERENCE

KEYNOTE SPEAKER CHAIR

The Keynote Speaker Chair serves at the request of the General Conference Chair and works with the Program Chair to ensure dynamic, worthwhile keynote speakers for four conference general sessions:

Opening General Session
General Session #2/CBEA Luncheon
Closing General Session #3/Brunch

DUTIES

1. Originate correspondence and telephone calls to prospective speakers furnished by the committee and others who seem interesting from other outside contacts.
2. Secure biographical information and photographs of speakers for conference program.
3. Provide biographical information to Program Chair to give to person introducing at podium.
4. Greet speakers at hotel. Introduce speakers to president of WBEA; CBEA State President; Program Chair; and the General Conference Chair.
5. Provide lodging and transportation if necessary.
6. Determine AV needs of speaker. Provide AV Chair with speakers' needs.
7. Reconfirm times and dates with all keynote speakers.
8. Report any changes or updates to the Conference Chair, Publicity Chair, Web Master, and Program Chair.
9. Keep conference chair informed of any problems or successful achievements throughout the planning time.
10. Prepare a final report on results of the committee's work with suggestions and recommendations for future conference committees. Submit to the Conference Chair one month after the end of the conference.

D5000

MEMBERSHIP DUES

INDIVIDUAL MEMBERSHIP

CBEA INDIVIDUAL membership dues are:

| | |
|--|---|
| Full-Time Member | \$60 (more than 10 hours per week or more) |
| Part-Time Member | \$45 (10 hours or less per week) |
| Lab Technician/ Instructional Assistant | \$45 |
| Student Member | \$25 |
| Retired Member | \$25 |
| Additional Section | \$10 (in addition to \$60 for the Regular Membership) |

ASSOCIATE ORGANIZATION MEMBERSHIP

\$60 Members in an associate organization may become individual members in CBEA with the payment of individual membership dues.

ADDITIONAL SECTION DUES

Additional Section Membership dues are \$10 in addition to the \$60 paid for Regular Membership. A person must first be a FULL-TIME OR PART-TIME member in a CBEA section before being eligible for Additional Section Membership.

RECEIPT OF DUES

All membership applications will be sent directly or forwarded to the State Treasurer for processing. The State Treasurer will forward applications to the data processing office for entry into in the CBEA Membership Database.

The State Treasurer will deposit membership dues into the bank account.

Membership cards and stickers will be issued by the membership processing office.

HONORARY LIFE MEMBERSHIPS

No dues shall be collected from any person who has been awarded the HONORARY STATE LIFE MEMBERSHIP or the HONORARY SECTION LIFE MEMBERSHIP by the Board of Directors. Such Honorary State Life Memberships have full membership privileges without further payment of annual dues. No more than two Honorary State Life Memberships may be awarded in any one membership year. (See Policy A4200)

MEMBERSHIP YEAR

The membership year shall be the member's anniversary payment date. The fiscal year of the association shall be January 1 to December 31.

ELECTION OF CORPORATE OFFICERS - NOMINATIONS

NOMINATION ELIGIBILITY

President: Under the normal rules of succession, the President-Elect shall succeed to the Presidency. (Bylaws, Article VII, Section 3)

President-Elect: Only those who by the time they assume office, if elected, will have served as voting members of the Board of Directors for two years are eligible for nomination to the office of President-Elect. (Bylaws, Article VII, Section 1)

Treasurer and Secretary: Only those who by the time they assume office, if elected, will have served as voting members on the Board of Directors for one year and as an appointive standing committee chairman on the Board of Directors for one year, are eligible for nomination to the offices of Treasurer and Secretary. When a Section Representative serves only one year as a voting member because her/his predecessor vacates office, eligibility for Corporate Treasurer or Corporate Secretary shall be extended to such person. (Bylaws, Article VII, Section 2)

Regional Distribution: The office of Corporate President-Elect shall rotate between the Northern and Southern Regions of the State. (Bylaws, Article VII, Section 4)

Sections of the Northern Region: Bay, Central, and Northern
Sections of the Southern Region: San Diego and Southern

NOMINATIONS AND TEN-YEAR LIST

A list of persons having served on the Board of Directors for at least one year including Corporate Past Presidents shall be prepared from the past ten year records in the CBEA Central Office. Persons meeting all nominations eligibility requirements but no longer appearing on the ten-year list are also eligible for nomination to Corporate Office. The ten-year list with Nomination Information Blank Forms shall be provided the Chairman of the Nomination Committee by the Central Office.

NOMINATING COMMITTEE

The person serving as the Corporate Officer's Past President is the Chairman of the Nominating Committee. The Section Representatives of each member Section serves on the Nominating Committee. If the Representative of a Section becomes a candidate for CBEA Corporate Office, that person is disqualified as a member of the Nominating Committee and the Alternate of the section will serve on the Nominating Committee. (Bylaws, Article VII, Sec. 8)

SELECTION AND SUBMISSION OF NOMINEES BY MEMBER SECTIONS

Each member Section, through its Section Representative, shall submit to the Nominating Committee Chairman a list of Nominees for each Corporate Officer three weeks prior to the Summer meeting of the Board of Directors. (Bylaws, Article VII, Section 5)

1. Member Sections may submit eligible nominees from any Section, in addition to those eligible from their own Section.
2. All persons submitted as nominees must give written consent on the Nomination Information Form. (Bylaws, Article VII, Section 5)

3. Nomination Information Forms for each nominee submitted by Member Sections are sent by the Section Representative to the Chairman of the Nominating Committee (Corporate Past President) three (3) weeks prior to the Spring Board of Directors meeting. (Bylaws, Article VII, Section 5)
4. A photo (3x4 or 4x5) black and white glossy of the nominee should accompany the Nomination Information Form and must be submitted to the Nominating Committee during the Summer Board meeting. Photo can be electronic.

NOMINATIONS FOR CBEA CORPORATE OFFICE

Two weeks before the Summer Board of Directors meeting, the CBEA Past President will mail to each Section Representative a list of all nominations received for each Corporate Office.

INSUFFICIENT NUMBER OF NOMINATIONS

If at least two (2) nominations are not received for every Corporate Office, except President and Past President, three weeks prior to the Summer Board of Directors meeting, the deadline for accepting nominations for all offices will be extended to one week prior to the Summer Board of Directors meeting. (Bylaws, Article VII, Section 6)

Three weeks prior to the Summer Board of Directors meeting, the CBEA Past President will mail to each Section Representative and official nominees a list of the nominations received to date, and notification of extension of deadline date if insufficient number of nominations were received for each office. This list is also to be accompanied by an inquiry of each nominee as to her/his desire to cross file or seek an alternate office. Section Representatives will be sent additional Nomination Information Blank Forms. (Bylaws, Article VII, Section 6)

If at least two (2) nominees are not received for the Corporate Office of President-Elect, Treasurer, and Secretary one week prior to the Summer Board of Directors meeting, the Board of Directors will add a "NOMINATIONS CORPORATE OFFICES" item as a priority item on the agenda for early discussion and decision on a course of action.

If at least two nominations are not received for a state office, which necessitates the office being reopened at the Board of Directors meeting, the person whose name was received on time (three weeks prior to the Spring meeting, or one week if deadline is extended) will be guaranteed to be one of the two persons on the ballot. The regional rotation of Corporate President shall be maintained. (Bylaws, Article VII, Section 7)

NOMINATING COMMITTEE MEETING

The Nominating Committee shall meet during the Summer Board of Directors meeting to select from the eligible nominees submitted by Member Sections a slate of not more than two (2) candidates for Corporate President-Elect, Treasurer, and Secretary. (Bylaws Article VII, Section 8)

1. The Corporate Past President (Chairman of the Nominating Committee) will place in Nomination all of the names received earlier from the Section Representatives for the Office of Corporate President-Elect, with the intent of two (2) names to be selected as candidates for that office. The Past President will provide ballots for voting.
2. A vote is first taken to select one nominee from the list for the office of Corporate President-Elect. The remaining names for that office are then balloted upon for a second nominee for the office of Corporate President-Elect.
3. The selection of two nominees for the office of Corporate Treasurer and two for Corporate Secretary are balloted upon in the same manner.

4. In order to eliminate a tie vote, the Nominating Committee Chairman shall vote a hidden ballot each time before ballots are counted. This hidden ballot is to be used only in case of a tie among the nominees for the office.
5. The selected slate of the Corporate Nominating Committee for each Corporate office is submitted by the Chairman of the Nominating Committee to the Summer Board of Directors meeting for the Board's approval prior to submission to the Association membership for balloting. (Bylaws, Article VII, Section 9)

PUBLICITY ON CANDIDATES FOR STATE OFFICE

1. A résumé of the qualifications of the nominees for Corporate Office shall be given publicity in the CBEA BULLETIN. (Bylaws, Article VII, Section 10)
2. The Chairman of the Nominating Committee shall provide the Editor of the CBEA BULLETIN and the Section with the necessary information. (Bylaws, Article VII, Section 10)

ELECTION OF STATE OFFICERS

ELIGIBILITY LIST FOR NOMINATION TO CBEA STATE OFFICE FOR 2010
BASED ON PAST 10-YEAR RECORDS

CBEA BYLAWS--ARTICLE VI. Sections 1, 2, 3 — Election Procedures

"Only those persons who by the time they assume office will have served as voting members on the Board of Directors for two years are eligible for election to the offices of President and President-Elect."

"Only those persons who by the time they assume office will have served either as voting members on the Board of Directors for one year, or as a voting member on the Board of Directors for one year and as an appointive chairman of a standing committee for one year, are eligible for election to the offices of Treasurer and Secretary. When a section representative serves only one year as a voting member because his predecessor vacates office, eligibility for Treasurer or Secretary shall be extended to her/him."

"The President-Elect shall succeed the President."

THE FOLLOWING PERSONS FROM THE PAST TEN YEAR RECORDS ARE ELIGIBLE TO BE NOMINATED BY CBEA SECTION FOR STATE OFFICE, if prior written consent is obtained. Names of those eligible, but who were not members of CBEA the preceding year, have been omitted

| <u>NAME</u> | <u>REGION</u> | <u>Board of Directors</u> <u>YEARS - STATUS</u> | <u>SECTION</u> <u>REPRESENTED</u> |
|-----------------------|---------------|--|--------------------------------------|
| ANDERSON, DONNA | North | 2001-2003 St. Pres./PP | Bay |
| | | 2000-2001 Pres.Elect | |
| | | 1998-2000 (D) | |
| BAILEY, KATHY | South | 2003-2004 Sec. Pres. | Southern |
| | | 2002-2003 Sec. Pres.-E | |
| BAITY, BRENDA | South | 2000-2001 Bulletin | Los Angeles |
| BARRETT, CHARLES | North | 2002-2004 Sec. Pres | Bay |
| BRADBURY, SUSAN | South | 2002-2003 Sec Pres. | Southern |
| | | 2000-2001 (D) | Los Angeles |
| BUSCHE, DON | South | 2000-2004 Webmaster | Southern |
| CLELAND, THELMA | North | 2000-2002 Sec. Pres. | Bay |
| CLEMMENSSON, BOB | North | 2000-2001 Sec. Pres. | Central |
| DEMARCO, ROSALIE | South | 2003-2004 St. Pres Elect | San Diego |
| DUCKETT, DEBRA | North | 2000-2002 (D) | Northern |
| | | 1999-2000 Bulletin | |
| FARR, TODD | South | 1999-2001 St. Pres/PP | Southern |
| FITZPATRICK, MAUREEN | South | 2003-2004 Sec. Pres. | San Diego |
| | | 2002-2003 Sec. Pres-E | |
| FULGHAM, ROIETTA | North | 2009-2010 St. Press | Northern |
| GARTEN, DOROTHY | North | 2000-2001 Leg. | Northern |
| GORDON, BEVERLY | North | 2000-2003 St.Sec. | Northern |
| | | 1998-2000 Membership | |
| HARLESS-CHANG, JACKIE | South | 2000-2002 (D) | Los Angeles |
| HENDERSON, DONNA | North | 2002-2004 Sec Pres-E/Pres. | Bay |
| | | 2001-2003 Affiliates | |
| INGRAM-COTTON, BRENDA | South | 2003-2004 Bulletin Editor | Los Angeles |
| | | 2000-2002 St. Pres/PP | |
| | | 1999-2000 St. Pres-elect | |

| | | | |
|---|-------|-----------------------------|-------------|
| JAMES, RHODA | South | 2000-2001 Memb. | Southern |
| LACY, RICHARD | North | 1997-2000 (D) | Central |
| LAMMERS, MARILYN | South | 2003-2004 Bulletin Editor | Southern |
| | | 2000-2001 Bulletin Editor | |
| LEWIS, DENNIS | North | 2001-2002 Sec. Pres. | Central |
| | | 2000-2001 (D) | |
| McFARLAND, JOE | North | 2003-2004 Conf. Chair | Northern |
| McFARLAND, MARTY | North | 2002-2004 St. Pres-E./Pres. | Northern |
| MILLER, SUE | South | 1999-2000 St. Sec. | San Diego |
| MITZNER, CAROL | South | 2000-2001 Affil. | Los Angeles |
| MORGAN, MARIE | North | 2000-2001 Web Master | Bay |
| NEWTON, PAULINE | North | 2002-2003 Conf Chair | Bay |
| | | 1999-2001 Conf Chair | |
| NICHOLS-STOCK, BRIGHT | North | 1997-2000 (D) | Northern |
| OHLY, JILL | South | 1998-2000 (D) | Southern |
| O'CONNOR, KAREN | North | 2011-2012 St. Pres | Central |
| OMLID, JIM | North | 2007-2009 | Bay |
| ORRELL, KAY | North | 2003-2004 Sec. Pres | Central |
| OSGOOD, JOANNE | South | 2003-2004 Sec. Pres.-E | Southern |
| OTTO, JOE | South | 2001-2004 St. Treas. | Los Angeles |
| PRIGMORE, EDNA | South | 2003-2005 St. Secr. | San Diego |
| | | 2001-2003 Membership | |
| SNIDER, LINDA | South | 2010-2011 St. Pres. | Southern |
| SMART, JACQUELINE | South | 2000-2001 (D) | Southern |
| SUNWAYE, LISA | South | 1999-2001 CMEA Pres | Southern |
| | | 2001-2004 Leg. | |
| THOMPSON, ROBERT | North | 2000-2001 (D) | Bay |
| van den AKKER, Eleanor, COUGILL, MARLA | South | 1998-2001 (D) | San Diego |
| VODICKA, MILAN | North | 2002-2004 Sec. Pres. | Northern |
| WESTON, MARV | South | 2002-2004 Pres./PP | Southern |
| | | 2001-2002 Pres. Elect | |
| WHITE, SUSAN | South | 2001-2002 Conf. Chair | San Diego |
| WOOD, ROBIN | North | 1999-2000 Webmaster | |

ELECTION OF CORPORATE OFFICERS

ELECTION COMMITTEE

BALLOTS AND COUNTING PROCEDURES

The Corporate Election Committee shall be composed of the Section Representatives. The Corporate Past President shall act as the Chairman of the Election Committee. The Election Committee shall conduct the election for Corporate Officers with a ballot to all regular members on record as of September of that election year. The ballot shall be for Corporate officers and Section representatives.

BALLOTS

1. The ballot shall be sent to all regular members to facilitate the count by sections.
2. The ballot shall be printed with names of candidates, including the office of President, listed in alphabetical order for each office, with an appropriate square for recording a positive vote for a single candidate for each office.
3. The ballot shall be mailed to regular members on the state association membership listing, zip code order, third-class mail.

TABULATION OF BALLOTS

1. Tabulation of ballots shall be electronic and completed by two or more representatives of the Corporate Election Committee ten (10) days prior to the first day of the Fall meeting of the Board of Directors.
2. The ballots shall be counted by Sections.
3. The Chairman of the Corporate Election Committee shall obtain for each section representative the results of their section's vote with the popular vote of each candidate in writing. The section ballots will be delivered to the section representative during the Board of Directors meeting prior to the state conference.
4. ALL candidates AND Corporate Election Committee Members shall be notified by letter when the balloting results for the Corporate Officers have been determined.

SECTION ELECTIONS

Each section will hold its election at the same time as the Corporate Officers.

BANK ACCOUNTS AND PROCEDURES

ESTABLISHED BANK ACCOUNT:

The California Business Education Association, Inc. has established a perpetual banking arrangement with the Wells Fargo Bank. The selection of a perpetual bank allows the association to improve bank dealings at the state and section levels and provides continuity for newly elected Board of Directors, Central Office, State Treasurer, and Event Planner. Wells Fargo offers a "no service charge," deposit by mail, and multiple branches throughout the state.

THE BANK ACCOUNT:

1. The account is opened in the name of California Business Education Association, Inc. The abbreviation CBEA is not to be used.
2. The account is to carry the signatures of the CBEA State Treasurer and the CBEA State President so either is authorized to withdraw funds, although only one signature is required on the checks.
3. A photocopy of the signature cards should be on file.
4. Numbered checks in a check register with stubs are to be requested.
5. The State Treasurer and Membership Office shall duplicate and maintain a file of all deposit slips.
6. The bank account shall be reconciled monthly and a copy mailed to the State President.
7. All blank checks must be kept in a locked container.

OPERATING BUDGET RECEIPTS:

1. *Membership Dues*--Regular, Part-time, Student, Retired, Out-of-State. The CBEA Membership office processes memberships, makes deposits of membership dues received from members, sends copies of deposit slips and transmittal form to State Treasurer on a monthly basis.
2. *Interest from Checking, Savings, and CD accounts.* (includes interest from State Treasury Account and Membership Transfer Account in Wells Fargo.)
3. *Advertising Ads.*
4. ABE Contributions.
5. Transfers from any reserves or other CBEA accounts.
6. *Miscellaneous.*

OPERATING BUDGET EXPENSE CLARIFICATIONS:

1. When officers or committee members attend a committee meeting one day and another the next day at the same location, expenses are distributed evenly between the two committees, considering time involved for each.
2. Officers' Expenses include items such as supplies, postage, miscellaneous items required in carrying out the duties of office.
3. Officers' Travel account includes travel to meetings requiring officer attendance or in fulfilling officer duties. It does not include travel to CBEA Committee meetings with budgeted amounts, or to the Officer's Section meetings.
4. WBEA Delegates account is divided evenly between the appointed delegates.
5. NBEA Convention account is for the president or appointed representative(s).
6. CCCC Account is for dues required for affiliation and for the President, or appointed delegate, to attend the meetings.
7. VoCal Account is for annual affiliation dues and expenses for the President, or appointed delegate, to attend the meetings.

STATE TREASURER TRANSFERS:

The current CBEA State Treasurer will transfer by January 1 to the newly elected State Treasurer information necessary to maintain the current bank accounts or to open a new checking account_sum of money (usually \$1,000) for the establishment of the CBEA State Treasury bank account for the upcoming fiscal year. This sum is the "Reserve Checking Account" fund for the following year and is not considered as a part of the Operating Budget Funds received.

At the close of the current fiscal year and following the audit of the CBEA State Treasurer's books, the State Treasurer of the preceding year will transfer the balance of the checking account funds to the current State Treasurer. Depending on the amount of the balance from the previous year, the new State Treasurer will deposit the funds in the newly established bank account as an additional amount to the "Reserve Checking Account," or it will be deposited to the Wells Fargo Savings Account for interest accrual until such time as the Reserve Checking Account needs increasing.

LEGISLATIVE COMMITTEE (See also A2500)

COMMITTEE STRUCTURE

The Legislative Committee shall be structured as follows:

1. The Committee shall be composed of
 - a. Four Legislative Representatives appointed by the President for three (3) years on a rotating basis.
 - b. A State Officer (Past President, President, President-elect, or Secretary) appointed by the President on an annual basis.
 - c. Ex-officio members: the Section Legislative Representatives, the CBEA Business Education Advocate, the State Department of Education Program Manager, and a representative of the California Community College Chancellor's Office. The CBEA State President is also ex-officio if not the state officer serving on the committee.
 - d. Associate organizations representatives' expenses for delegates attending these meetings shall be paid by the associate organization (SEE A6000).
2. The Chair shall be appointed by the CBEA President and serve a three-year term. The Chair shall be selected from one of the four appointed Legislative Representatives.
3. The Chair, with the approval of the CBEA President, shall appoint from the Committee Representatives a secretary to serve a one-year term.
4. Expenses of all members, officers, and ex-officio members (excepting the Section Legislative Representatives) for attending committee meetings shall be reimbursed out of the Legislative Committee budget. Each section shall pay the expenses of its legislative representative for attending the committee meetings.

PURPOSE

The purposes of the Legislative Committee are to

1. Develop one-year and three-year Legislative Goals and submit them to the CBEA Board of Directors at their Spring meeting for approval.
2. Develop a Work Plan to meet the Legislative Goals; submit the Work Plan to the Board of Directors at their Fall meeting.
3. Implement the Legislative Goals as approved by the Board of Directors;
4. Act as a liaison between the membership and the Business Education Advocate;
5. Develop a legislative network and review that network annually;
6. Initiate in conjunction with the CBEA State Officers interim actions as necessary to meet CBEA legislative goals.

BUSINESS EDUCATION ADVOCATE

PURPOSE

The California Business Education Association (Board of Directors) may retain on an annual basis a professional business education advocate. This person shall represent CBEA at meetings and before the legislature as provided in the annual Legislative Plan as directed by the State President and Legislative Chair.

QUALIFICATIONS

The following criteria shall be used in selecting a business education advocate:

1. Experience with the legislative process and everyday political behind the scenes operations;
2. Articulate;
3. Able to spend time in Sacramento (or elsewhere) as needed;
4. Knowledgeable of business education and CBEA; and
5. Capable of communicating with business, industry, legislative representatives, government agencies, and others.

DUTIES AND RESPONSIBILITIES

1. Prepare and submit monthly, a written legislative report on current legislative issues to the Legislative Chairperson and CBEA State President.
2. Serve as an ex-official member of the CBEA Legislative Committee
3. Represent CBEA in Legislative and Public Relations activities that relate to the purposes of the association.
4. Serve as a registered lobbyist under contract with the association and report directly to the CBEA State Legislative Chairperson and on a dotted line to the CBEA State President.
5. Serve as liaison with the CA Department of Education and the Chancellor's Office of the Community Colleges.
6. When requested by the Legislative Chairman or State President, participate and represent CBEA in the Vocational Education Alliance (VoCal) State Council on Vocational Education (SCOVE), State Board of Education, Joint Advisory Policy Committee (JAPC), Unity Forum, and such other organizations as might influence business education.
7. Report to the CBEA Board of Directors as requested by the Legislative Chairman and State President.
8. Monitor state and federal legislation as it relates to vocational education and specifically business education.
9. Review publications, reports, legislative bills, position papers, memorandums, and bulletins relating to the legislative plan of the association.
10. Maintain a liaison with members of the California State Legislature and Governor's office.
11. Prepare and submit succinct and updated legislative information for print to the BULLETIN Editor at least two weeks prior to each publication.

MEMBERSHIP—TYPES

INDIVIDUAL MEMBERSHIP

Membership shall consist of the individual membership in the member sections of the association. Member sections are Bay, Central, Northern, San Diego/Imperial, and Southern. Bylaws Article II, Section 1.)

Individual membership shall consist of teachers; administrators; teacher trainees; representatives of business, labor, and government; and any other person who pays the dues as provided and agrees to be bound by the Articles of Incorporation, Bylaws, Policies and Procedures, and by the rules and regulations adopted by the Directors. (Bylaws Article II, Section 2.)

ASSOCIATE ORGANIZATION MEMBERSHIP

Statewide organizations who support as one of their goals education for and about business and who meet the qualifications set forth in the Policies and Procedures may apply for Associate Organization Membership. Members of an associate organization may become individual members of CBEA with the payment of CBEA membership dues. (Bylaws Article III, Section 1, 3)

FULL-TIME/PART-TIME MEMBERS

Teachers, administrators, and representatives of business, labor and government who work 11 hours per week or more will be considered Full Time Regular members. Those who work less than 11 hours per week shall be considered Part Time members.

LAB TECHNICIAN/INSTRUCTIONAL ASSISTANT

Paraprofessionals and those who work in positions the assist teachers in classroom duties may join by paying the appropriate dues for this membership category.

STUDENT MEMBERS

Teacher trainees who are attending college/university full time are STUDENT members. In addition, students enrolled full time in community college coursework may become student members.

ADDITIONAL SECTION MEMBERS

Membership in additional sections may be obtained by a regular member after payment of membership dues to the geographic member section in which the regular member is located. (Bylaws Article II, Section 5).

RETIRED MEMBERS—"C-BEARs"

Those who are eligible and pay Retired dues to the California Business Education Association, Inc. will be known as C-BEARs. This shall be an unofficial group. Individuals may remain active and be asked to continue to take active rolls in the operations of CBEA.

There shall be a C-BEARs representative as a member of the State Membership Committee.

It is an opportunity for retired members to connect with colleagues and continue to contribute to the organization.

HONORARY STATE LIFE MEMBERS

Two honorary state life memberships may be awarded each year only by approval of the Board of Directors to a retiring or retired regular member who has made a significant contribution to the advancement of business education in California. (Bylaws Article II, Section 11).

RIGHTS OF MEMBERS

The rights and privileges of all members shall be equal. Each member shall be entitled to one vote even though memberships may be held in more than one section. (Bylaws Article II, Section 4).

RENEWAL NOTICES

As a service to the sections and to the membership, the state association will provide three renewal notices a year to the previous year's members of the association. Renewal notices can be emailed.

FIRST RENEWAL NOTICE

A renewal notice for the following membership year shall be sent in May to the current year's members 30 days before their renewal date. The renewal mailing shall contain a renewal membership form, a letter from the incoming CBEA State President, affiliate membership information, and a flyer on the next CBEA State Conference.

SECOND RENEWAL NOTICE

Thirty days after their renewal date, a second renewal notice including a renewal membership form shall be mailed to the previous year's members who have not renewed.

THIRD RENEWAL NOTICE

Thirty days after the second renewal notice, a final renewal notice shall be made to all nonrenewals.

CBEA CORPORATE OFFICERS

The Corporate Officers of the California Business Education Association, Inc. are named in the CBEA Bylaws, Article V, Section 2.

"The officers of the Association shall consist of a President, President-elect, Treasurer and Secretary who shall be elected as provided in the Bylaws to serve for one year. The immediate Past President shall be the fifth officer of this Corporation."

The officers take office January 1 and serve until December 31. New officers shall meet prior to January 1.

The officers of the Corporation serve as VOTING members of the Board of Directors with the other voting delegates from Member Sections. The Board of Directors has the power to conduct all business of the Association.

The Officers of the Corporation are authorized to conduct the business of the Corporation in the interim between meetings of the Board of Directors, subject to the approval of the Board of Directors.

Meetings of the Corporate Officers may be called by the President subject to the approval of the Board of Directors. A formal report of meetings and actions of the Corporate Officers shall be submitted to the Board of Directors.

Expenses of the Corporate Officers meetings are allowed on the same basis as Board of Directors' meetings with every effort made to minimize the costs.

The major planning items for consideration by the newly elected Corporate Officers at their meeting prior to January 1 are:

1. **BUDGET:** The CBEA Corporate Treasurer prepares the original budget worksheet for discussion. The proposed budget approved by the Corporate Officers is presented by the Treasurer at the winter meeting of the Board of Directors to be approved. The final budget will be approved at the spring Board of Directors' meeting.
2. **APPOINTMENTS:** Presidential appointments for the coming year are approved by the Corporate Officers prior to submitting them to the Winter Board of Directors meeting.
3. **ASSIGNMENTS:** will be made as to which officers will serve on each of the standing committees and the FBE Board of Governors. Assignments will be on the basis of individual interests and committee/board requirements. The President shall serve as an ex-officio member of all committees.
4. **CALENDAR:** Meeting dates for the new year are reviewed.
5. **SPECIAL PROGRAMS OR PROJECTS** underway are discussed and planned.

The Corporate Officers shall meet first before the Fall Board of Directors meeting. This annual meeting of the Board of Directors is for the purpose of reviewing the budget and recommended actions. The Winter meeting of the Corporate Officers is to approve the proposed budget and plan for the upcoming year.

See specific DUTIES AND RESPONSIBILITIES for each Corporate Officer (Policies and Procedures - O1300 to O1700)

CBEA CORPORATE OFFICERS

PRESIDENT - DUTIES AND RESPONSIBILITIES

1. The President shall preside at all meetings of the Board of Directors as Chairman of the Board. (Bylaws Article VIII, Section 1.)
 - a. The president may invite ex-officio members, appointive committee chairpersons, liaison personnel, etc. to attend Board meetings. Such individuals invited are non-voting members at the meetings.
 - b. The agenda for the Board meeting is determined by the state President after recommendations for agenda action items have been requested of the state officers, delegates and appointed committee chairpersons.
 - c. The agenda for the Board meeting is sent to the state officers and delegates not less than ten nor more than 60 days prior to the date of the Board meeting. (Bylaws Article VI, Section 5)
2. Meetings of the corporate officers of the association may be called by the President. (Bylaws Article VI, Section 4)
 - a. The newly elected state officers meet prior to January 1 of the coming year.
 - b. The proposed budget and calendar for the year to be submitted to the Board are approved at the newly elected state officers' planning meeting. (The proposed budget approved by the officers is presented by the State Treasurer to the Spring Board meeting for adoption).
 - c. Names of appointive committee chairpersons to serve the coming year are submitted to the state officers for approval at the planning meeting.
 - d. The President schedules a state officers' meeting preceding the Fall Board meeting for the purpose of clarifying agenda items or taking any required action prior to the Board meeting.
 - e. The President may call, if necessary, a winter meeting of the state officers in late January or early February to conduct any urgent business
 - f. Agendas for the state officers' meetings are provided by the president to the officers before the scheduled meeting dates.
3. The President shall be the executive head of the corporation and shall exercise general supervision over its affairs and shall be responsible for the enforcement of the Articles of Incorporation and Bylaws. (Article VIII, Section 1)
 - a. As executive head of the association, the President shall be the official representative of the association.
 - b. General supervision will be made by the President over all association affairs conducted by the elected officers, appointed chairpersons and the Central Office operations.
 - c. All contracts must be signed by the President and one other officer.
4. The President has the power to appoint committee chairpersons and committee members. (Article IX, Section 1, 3)
 - a. The President shall appoint the following standing committee chairpersons: Conference, Legislative, Affiliates Membership, Strategic Planning, and Service Recognition. (Article IX, Section 1) (See Appointments A2000 - A2950 for specifics on Appointments)
5. The President will appoint one of the state officers to serve as a voting member on the FABE Board of Governors for a term of one year.

6. The President shall keep the Board of Directors fully informed of the activities of the corporation. (Bylaws Article VIII, Section 1)
 - a. Monthly status reports shall be sent to the Board members to keep them informed of CBEA state activities between board meetings and to notify them of any action required.

7. The President shall send to each member of the Board of Directors the auditor's report for approval. Upon approval, the President shall direct the Treasurer to transfer the funds and books of accounts to the Treasurer-elect. (Article VIII, Section 1)
 - a. The auditor's report shall be presented by the President at the Fall Board meeting following the close of the fiscal year. After the election of officers, the current President directs the current treasurer to transfer a beginning fund to the newly-elected treasurer by January 1.
 - b. The President also directs the treasurer to transfer books of the association immediately after the close of the fiscal year.
 - c. The treasurer's records are stored at the CBEA Central Office.

8. The President shall be an ex-officio member of each committee. (Article VIII, Section 1)
 - a. As an ex-officio member of all committees, the President is to be informed of all committee meetings and is to attend meetings whenever possible.

9. The President shall fill any vacancies in the offices of Treasurer, Secretary, or Past President by the appointment of an individual who is presently serving as a voting delegate of the Board, or as an officer of the corporation, or has served in such a capacity within the past five years, subject to the approval of the Board of Directors. (Article VIII, Section 6)

10. The President may appoint such other committees and make other individual appointments necessary to carry out the purposes of the corporation, subject to the approval of the Board of Directors. (Article IX, Section 2,3)
 - a. Individual appointments by the President to represent CBEA are to be informed CBEA members, experienced in CBEA activities, as well as in the organization to which they are appointed to represent CBEA.
 - b. Consideration of additional budget requirements will be required if additional individual appointments are made for positions other than designated in the Bylaws.
 - c. As the responsibility for all appointive offices rests with the CBEA State President, appointments will be limited to the term of the appointing office. Where the best interests of CBEA will be realized, appointees may be named to a succeeding term. (See Policies A2000, A2000.1)

11. Other Presidential Duties
 - a. The President (while President-Elect) prepares a tentative budget prior to the state officers' planning meeting. In preparing a suggested budget with worksheets for presentation to the state officers for consideration, the President will:
 - (1) Request from the current state treasurer the latest budget expenditure figures for comparison to the current year's budget. The latest membership count is also required for determining the budget income for the following year.
 - b. The President will communicate with state committee chairs to see that committee duties and functions are being performed during the year. (See Duties and Responsibilities for each committee--A2000 - A2950)
 - c. The President will review CBEA "position papers" on file in the Central Office and plan for updating as required.
 - d. The President will review the VIP listing of affiliate organization officers, etc. on file to receive complimentary publications, either adding or deleting as may be necessary.

- e. The President will prepare a message for the CBEA BULLETIN for publication and distribution to the state membership. (See Publication Policy P4300)
- f. The President obtains from the state Secretary a summary of the Board of Directors' meeting minutes for publication in the CBEA BULLETIN.
- g. The President serves on the WBEA Executive Board and WBEA Nominating Committee
- h. The President will request that section representatives furnish information on section activities for distribution to the state board and for the maintenance of the CBEA Section historical files. Such information pertains to section appointments, section meeting dates, programs, time and location of meetings, any address changes, or changes in scheduled events, and the section year-end report.
- i. The President signs the bank signature cards (with the State Treasurer) for the checking account of the corporation and the saving accounts.
- j. The President presides at the opening and closing sessions of the CBEA State Conference
- k. The President signs the Honorary State Life Membership cards awarded.

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

CBEA CORPORATE OFFICERS

PRESIDENT-ELECT - DUTIES AND RESPONSIBILITIES

The President-elect shall succeed the President. (Bylaws, Article VII, Section 3)

The office of the Corporate President-elect shall rotate between the Northern Region Sections (Bay, Central, and Northern Sections), and the Southern Region Sections (Los Angeles, San Diego, and Southern Sections). (Bylaws, Article VII, Section 4) It has been the practice to select nominees for President-elect from the Northern and Southern Regions in alternating years so that during the year in office as President, the presiding officer will be a member of/or close to the CBEA Section in the region wherein the State Conference will be held.

The President-elect serves from January 1 to December 31.

DUTIES AND RESPONSIBILITIES

1. In the absence or disability of the Corporate President, the Past President will perform all of the duties of the President. (Bylaws, Article VIII, Sec. 2)
2. The President-elect rules on the eligibility of those in attendance at any meeting of the Board of Directors. (Bylaws, Article VIII, Section 2). It is the responsibility of the President-Elect to inform all Section Representatives of their responsibilities in the certification of the delegates prior to any meeting of the Board of Directors.
 - a. Each Section shall be entitled to one (1) voting delegates on the Board of Directors. The Representative of each Section shall be designated as the DELEGATE. If unable to attend or serve, an alternate will be selected. (Bylaws, Article V, Section 4)
 - b. The Representative of each Section shall certify in writing to the Corporate President-Elect the OFFICIAL DELEGATE for each Board of Directors' meeting. The membership card number of each delegate will be obtained by the Corporate President-Elect from the CBEA Central Office.
 - c. The Certified Delegate List shall be presented to the Board of Directors by the Corporate President-Elect at each meeting. (Bylaws, Article V, Section 10)
 - d. Substitutes for delegates must be duly selected alternates, selected according to procedures adopted by each Section and which procedures to select alternate delegates are on file with the Corporate Secretary. (Bylaws, Article V, Sec. 4-1)
 - e. In the event the Section Representative cannot serve, the Section Alternate shall serve as the Delegate.

The Representative of the Section is required to certify to the Corporate President-elect in writing the reasons for the replacement(s) and the name(s) of the Alternate Delegate(s). The Corporate President-elect shall obtain the membership card numbers from the Central Office and shall certify the new delegate(s) to the Board of Directors before the privilege of voting at the Board of Directors' meeting can be granted. (Bylaws, Article V, Section 4-2)

3. The Corporate President-elect reviews CBEA "Position Papers" on file in the CBEA Central Office and plans for updating as required.

4. The CBEA Corporate President-elect assists with membership promotion.
5. The Corporate President-elect serves in the following capacities:
 - a. As a voting member of the CBEA Board of Directors. (Bylaws, Article V, Section 1)
 - b. As a second voting delegate from CBEA on the WBEA Executive Board.
 - c. As a voting member on the Strategic Planning Committee.
 - d. As a voting member on either a standing committee or the FABE Board of Governors as assigned by the CBEA State President.
 - e. As a CBEA Corporate Officer along with the Corporate President, Corporate Treasurer, Corporate Secretary, and Corporate Past President.
 - (1) The Corporate Officers are authorized to conduct the business of the Association in the interim between meetings of the Board of Directors. (Bylaws, Article V, Section 3; Articles of Incorporation, Article VI)
 - (2) The newly elected Corporate Officers shall meet prior to the start of their elected year for an organizational and planning meeting for the ensuing year. (Bylaws, Article VII, Section 14)
 - a) Consider and approve proposed budget and calendar for the coming year.
 - b) Discuss Presidential appointments prior to submission to the Board of Directors.
 - (3) The Corporate President-elect meets with the Corporate Officers prior to the Fall Board of Directors' meeting and the annual Spring meeting for the purpose of reviewing the Board agenda, budget, and any action items to be considered at the Board meetings.
 - (4) Upon call by the Corporate President, the Corporate President-elect meets with the Corporate Officers for a Winter meeting to conduct any necessary or urgent business of the Association.
6. During his/her term of office, the Corporate President-elect is to be aware of the Presidential appointments to be made for the Foundation for the Advancement of Business Education and the standing and appointive committees of CBEA. Doing so will allow the President-elect time to contact people in anticipation of making such appointments and will also help facilitate a smooth transition from the office of Corporate President-elect to that of Corporate President.
7. The Corporate President-elect appoints an associate editor for the CBEA BULLETIN.

CBEA CORPORATE OFFICER

TREASURER - DUTIES AND RESPONSIBILITIES

The Treasurer must have served as a voting member of the Board of Directors for two years, or as a voting member on the Board for one year and as an appointed Chairman on the Board for one year . (Bylaws, Article VII, Section 2)

The Treasurer is one of the five Corporate Officers of the Association. (Bylaws, Article V, Section 2) The Corporate Officers are authorized to conduct the business of the Association in the interim between meetings of the Board of Directors, subject to the approval of the Board of Directors. (Bylaws, Article V, Section 3) The Corporate Treasurer is a VOTING member of the Board of Directors. (Bylaws, Article V, Section 2)

The Treasurer serves for one year: *Jan. 1 to Dec. 31*(fiscal year). The Corporate Treasurer meets with the new Corporate Officers prior to January 1.

DUTIES AND RESPONSIBILITIES

1. In the absence or disability of the President, the Past President and the President-Elect, the Treasurer shall perform all duties of the President.
2. The Treasurer shall have such other powers and duties as the Board of Directors may delegate.
3. The Treasurer shall receive and disburse the funds of the Association.
4. The Treasurer shall keep and preserve proper vouchers and books of accounts which shall be open to inspection by members of the Board of Directors.
5. The funds shall be deposited in a bank in the name of the Association under the signature of the President and Treasurer, either being authorized to withdraw funds from the account.
6. The Treasurer shall submit a report of receipts and expenditures and balances on hand at each meeting or upon request of the President.

ADDITIONAL RESPONSIBILITIES

The Treasurer reviews membership application forms, cards, and membership processing procedures for any required revisions.

1. The Corporate Treasurer shall prepare at the close of the fiscal period all necessary exempt organization tax forms. These forms to be ready for filing with State Franchise Tax Board and the IRS no later than *March 15* after the close of the Fiscal Period.
2. Records required to be maintained during the year by the Corporate Treasurer:
 - a. Enter all transactions into a computerized accounting system.
 - b. Issue checks for State and Section expenses.
 - c. Reconciliation reports each month.
 - d. Prepare and update an Operating Annual Budget.
 - e. Prepare conference expense reports
 - f. Documents needed to prepare annual Tax forms.
3. The Corporate Treasury checking account shall be established in the name of the CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC. And proper address shall be imprinted on checks and deposit slips. Every effort should be made to select a bank that offers "No Service Charge" to

non-profit associations and provides postage-free envelopes for mail deposits. (See F2100 and F2200)

4. In accordance with duly established accounting principles, the Association bank account shall be reconciled monthly.
5. The Corporate Treasurer shall assist the Corporate President and other Corporate Officers in the preparation and control of the operating budget.
6. The Corporate Treasurer shall present at the Spring Board of Directors meeting the final operating budget for adoption by the Board of Directors. After approval by the Board, the Treasurer shall prepare a copy of the approved budget and send it to the Corporate Secretary for inclusion in the minutes of the Spring meeting of the Board of Directors.
7. Each check written is to be substantiated by a properly completed claim form (either travel/expense claim/check requisition form). Upon receipt of such claim form with receipts attached, the Treasurer will check forms for accuracy and note on the form the operating budget account number the expense is to be charged against. The claim forms with supporting receipts are filed in an orderly manner. *(Check stubs are attached to the claim form.)*
8. A record of deposits is kept with other transactions in a monthly folder.
9. Copies of deposits mailed to the bank by the Central Office for the Corporate Treasurer are to be verified for accuracy. (Amount of membership dues deposited must equal the number of Section members recorded.) All deposits shall be recorded promptly in the Corporate Treasurer's records.
10. The Treasurer shall prepare a quarterly statement showing the financial standing of the Association for distribution to the Corporate Officers and the Central Office.
11. The following reports are required to be prepared for each meeting of the Board of Directors.
 - a. Operating budget review. (adopted budget and expenditures against budget)
 - b. Profit and Loss Statement
 - c. Balance Sheet
 - d. Conference Profit and Loss Statement as needed
12. The Association's financial records shall be prepared for audit immediately after receipt and reconciliation of the concluding bank statement dated December 31.
13. The CBEA State Treasurer serves as the State Conference Finance Chairperson. (See specific duties and responsibilities of Conference Finance Chairperson.)
14. The State Treasurer transmits all affiliate and associate organization dues to the respective organizations on a regular basis.

SECRETARY - DUTIES AND RESPONSIBILITIES

The Secretary shall be elected as provided in the Bylaws to serve for one year. The Secretary serves as a voting member at the Corporate Officers' meeting, and as a voting member of the Board of Directors. In the absence or disability of the President, President-Elect, Treasurer, and Past President, the Secretary shall perform all duties of the President. (Bylaws, Article VIII, Section 4) The Board of Directors may delegate other powers and duties to the Secretary.

1. The Secretary shall take minutes of each meeting of the Board of Directors and of each meeting of the Corporate Officers. A rough draft of the minutes shall be sent to the corporate officers within two weeks after the meeting for review by the officers. Final copies of the official minutes are to be distributed to the Board of Directors within six weeks after the meeting.
2. The Secretary shall keep a minute book of all meetings.
3. The Secretary shall prepare a summary of the minutes following the Board of Directors meeting for the President's use in the CBEA BULLETIN.
4. The Secretary shall keep an "Official Copy of the Articles of Incorporation", and have same present at all meetings of the Corporate Officers and the Board of Directors.
5. The Secretary shall keep a record of all reports and minutes of the Corporate Officers meeting, and the Board of Directors meetings for a period of two years, and have same present at all meetings of the Corporate Officers and the Board.
6. The Secretary shall act as official historian. As historian, the outgoing Secretary shall:
 - a. Prepare from the previous year's minutes and reports, a brief written history on CBEA activities and achievements in business education for the previous year.
 - b. Such history document shall be presented to the Past President by September 1.
 - c. After review and verification by the Past President, the history record shall be presented by the current state secretary to the Spring Board of Directors for adoption as the official history of CBEA.
 - d. The yearly history papers shall be retained at the central office.
7. The Secretary receives the copies of the procedures required to be adopted by each CBEA section representative on its procedures for selecting alternate delegates to the CBEA Board. Each section president files such procedures with the Secretary and the central office.
8. The Secretary is responsible for name identification cards of each member of the Board of Directors for use at Board meetings.
9. The Secretary is responsible for motion cards to be used at the Corporate Officers meetings and Board of Directors meetings.
10. The Secretary signs with the President the Honorary State Life Membership card awarded to such members.
11. The Secretary will be assigned to serve on one of the Standing Committees or the FABA Board of Governors.

CBEA CORPORATE OFFICERS

PAST PRESIDENT - DUTIES AND RESPONSIBILITIES

1. The immediate Past President shall be the fifth officer of the Association. (Bylaws, Article V, Section 2)
2. The Past President is a voting member of the Board of Directors. (Bylaws, Article V, Section 2)
3. In the absence or disability of the President, the immediate Past President shall perform all duties of the President. (Bylaws, Article VIII, Section 5)
4. The immediate Past President shall have such powers and duties as the Board of Directors may delegate. (Bylaws, Article VIII, Section 5)
5. The immediate Past President shall act as Parliamentarian at both State Officers' and Board of Directors' meetings. (Bylaws, Article VIII, Section 5) Roberts' Rules of Order, newly revised, shall be the parliamentary authority of the Association. (Bylaws, Article XIII, Section 1)
6. The Past President shall act as Chairman of the Nominating and Election Committee. (Bylaws, Article VIII, Section 5) For the Policies and Procedures on Nomination and Election of State Officers, refer to Policies E1100, E1200, and E1300.
7. The Past President is the person who will present changes to be considered in the Articles of Incorporation and the Bylaws. (Bylaws, Article VIII, Section 5)
 - a. The Bylaws may be added to, amended, or repealed, or new Bylaws may be adopted by a majority vote of the Board of Directors at a regular meeting or at a special meeting called for the purpose of amending, provided that the proposed changes have been submitted to the Board of Directors at least six (6) weeks prior to the meeting. (Bylaws, Article XII, Section 1)
8. The Past President will update all changes in the Policies and Procedures under which the Board of Directors operates. (Bylaws, Article VIII, Section 5)
9. The Past President shall be responsible for following up on the implementation of SPC recommendations approved by the Board of Directors.
10. The Past President will be assigned to serve on one of the standing committees or the FABA Board of Governors.
11. The Past President serves as the alternate (or third—based on membership) voting delegate on the WBEA Executive Board.

SECTION REPRESENTATIVE - DUTIES AND RESPONSIBILITIES

The Section Representative of the California Business Education Association, Inc. is named in the CBEA Bylaws, Article V, Section 4.

"Each Member Section shall be entitled to one voting delegate who shall serve on the Board of Directors."

The Section Representatives shall take office January 1 and serve until December 31.

The Section Representatives of the Corporation serve as voting members of the Board of Directors'. The Board of Directors has the power to conduct all business of the Association.

The Section Representatives of the Corporation are authorized to conduct the business of the Corporation in the interim between meetings of the Board of Directors, subject to the approval of the Board of Directors.

Expenses of the Corporate Section Representative meetings are allowed on the same basis as Board of Directors' meetings with every effort made to minimize the costs.

The major planning items for consideration by the newly elected Corporate Section Representatives are:

1. **THE BULLETIN:** prepare quarterly articles for The Bulletin.
2. **CONFERENCE:** support Conference Committee with on-site hospitality; other conference involvement; encourage and nominate section members for awards; recognize members in section for special achievements such as number of years, first timers, and new members.
3. **BOARD MEETINGS:** attend quarterly Board Meetings. If unable to attend, appoint a representative to attend by proxy as the alternate.
4. **MEMBERSHIP OUTREACH:** communicate with other departments in public and private schools.
5. **SPENDING REQUESTS:** shall approve and sign off on all requests for reimbursement funds from the State Treasurer according to the section budget. Any expense over \$200 must be pre-approved by the Board of Directors.
6. **COMMUNICATION:** contribute to social media such as Facebook, Twitter, etc.; serve as liaison between members and State Board of Directors.
7. **LIAISON:** serve between meetings of section and Board of Directors; encourage members to run for positions.
8. **ELECTIONS:** serve as a member of the Nominating Committee and Elections Committee. An alternate will be appointed if Section Representative is a candidate for office.

CALIFORNIA CURRICULUM CORRELATING COUNCIL (CCCC)

The California Curriculum Correlating Council is an organization of representatives of statewide professional associations, cooperating to improve curriculum. CBEA is one of the 24 member associations and has one vote.

The Council exists to achieve several broad purposes as follows:

1. To provide an exchange of information and experiences among the State organizations, which represent all disciplines.
2. To take positions on curricular and instructional issues which affect the quality of education offered to students in the schools of California and disseminate these positions to all concerned persons.
3. To facilitate communications and cooperation among the State subject matter organizations and State agencies which affect instructional policy.
4. To contribute to unity among educators, leading toward professional consensus on education progress as it may be achieved through curricular and instructional improvement.
5. To provide a positive influence on general public understanding of instructional issues in the schools and for preferable solutions to curricular and teaching problems.
6. To develop educational goals, methods of evaluation, and procedures for accountability.

The Council meets a minimum of three times annually with standing committees in operation during the year.

Officers are a Chairperson, Vice Chairperson, Secretary and Treasurer. Officers assume duties July 1 and serve for a period of one year.

Each member organization contributes \$25 for the year and one cent for each regular dues paying member. The amount is due by the first Fall meeting of the Council. Each member organization is required to pay the expenses of its representative.

Member organizations are CA Art Education Assoc.; CA Assoc. for Health, Physical Education, Recreation and Dance; CA School Library Association; CA Assoc. of Teachers of English; CA Assoc. of Work Experience Educators; CA Business Education Assoc.; CA Council for Social Studies; CA Dance Educators Assoc.; Home Economics Teachers Assoc. of CA; CA Industrial and Technical Education Assoc.; CA Mathematics Council; CA Music Educators Assoc.; CA Reading Assoc.; CA Assoc. for the Gifted; CA Assoc. of Regional Occupation Centers/Programs; Computer-Using Educators

ASSOCIATION OF CAREER AND TECHNICAL EDUCATION (ACTE)

The Association for Career and Technical Education is the largest national education associate dedicated to the advancement of education that prepares youth and adults for careers. It is an organization that provides educational leadership in developing a competitive workforce.

The strength of ACTE is reflected in its diverse membership composed of nearly 30,000 career and technical educators, administrators, researchers, guidance counselors, and others involved in planning and conducting career and technical education programs at the secondary, post-secondary and adult levels.

ACTE is committed to enhancing the job performance and satisfaction of its members; to increasing public awareness and appreciation for career and technical programs; and to assuring growth in local, state, and federal funding for these programs by communicating and working with legislators and government leaders.

The purposes are as follows:

1. Leadership and Program Improvement—to foster excellence in career and technical education.
2. Policy Development—to advocate national public policy to benefit career and technical education.
3. Knowledge Connectivity—to act as a clearing-house for education and information relating to all aspects of career and technical education, while providing an access for professional development.
4. Awareness—to create public awareness of career and technical education.

VOCATIONAL EDUCATION ALLIANCE (VoCal)

The purpose of the Vocational Education Alliance (VoCal) is to enable *career-technical* education classroom teachers to speak with one voice on legislative matters in Sacramento. If the Alliance wishes to introduce a bill, all members must agree it is in the best interest of all vocational education associations. This does not preclude any individual member(s) of the Alliance introducing their own bill, however.

VoCal has introduced legislation for both secondary and community colleges. We speak at meetings of various groups, such as the California Department of Education Board of Education and the California Community Colleges Board of Governors regarding issues such as the current discussion of Economic Development and vocational education. *In addition, with the consent of all member associations, VoCal takes positions on legislation introduced by others which affects career technical education.*

All member associations of VoCal have statewide legislative networks that respond to issues when matters of importance to Vocational Education are presented.

Associations in VoCal are the California Agricultural Teachers Association (CATA), the California Association of Health Career Educators (CAHCE), the California Business Education Association (CBEA), the California Industrial Technology Educators Association (CITEA), the California Family and Consumer Science Association (CFCSA), the California Automotive Teachers Educators (CATE), and the Home Economics Teachers' Association of California (HETAC).

OTHER ORGANIZATIONS

BUSINESS/CIS EDUCATION STATEWIDE ADVISORY COMMITTEE (BESAC)

The Business/CIS Education Statewide Advisory Committee's mission is to be a preeminent, statewide, industry-led advisory committee providing service, innovation, leadership, vision, influence, and relations that celebrate and incorporate the excellence in education from postsecondary students, educators, administrators, and business and industry communities from across the State of California for the State Chancellor's Office.

BESAC provides recommendations to the Business Industry Collaborative (BIC) and the California Community Colleges Chancellor's Office about identified statewide Business/CIS Education needs. This is achieved through collaboration between industry and education using research-based activities and analysis of industry data. The goal is to enhance the relevance of Career and Technical Education for emerging occupations and offer new curriculum and resources for community colleges.

BESAC supports Business/CIS Education by providing professional and curriculum development opportunities for faculty through the annual BESAC conference and by strengthening relationships with the Academic Senate, the Vocational and Economic Workforce Development Regional Consortia Chairpersons, and the VTEA – funded Discipline/Industry Collaboratives.

BESAC develops new pedagogy for curriculum improvement, cutting-edge professional development for faculty and administrators, world-class student support structures, and a dynamic forum for highly collaborative and collegial partnerships. The goal is to provide new materials and best practices to community colleges and invite faculty, business, and industry people to participate in activities and meetings throughout the year. New and existing members are always welcome to submit ideas and recommendations about how BESAC can better serve and meet the needs of Business/CIS Education and industry.

COMPUTER-USING EDUCATORS (CUE)

Computer-Using Educators, Inc. is a nonprofit educational corporation founded in 1978. CUE's goal is to advance student achievement through technology in all disciplines from preschool through college. With an active current membership of thousands of educational professionals, CUE supports many regional affiliates and Special Interest Groups. CUE Conferences are California's premier educational technology events. CUE is the largest organization of its type in the west and one of the largest in the United States. CUE members are invited to participate in programs aimed at promoting and highlighting their success and achievements furthering the mission of CUE. CUE provides leadership and support to advance student achievement in the educational technology community.

In addition to annual conferences and regional events, CUE recognizes its members' contributions to CUE with its Gold and Platinum Disk awards. CUE publishes a quarterly journal and co-sponsors the California Student Media Festival.

The CUE Advocacy Platform provides a set of statements that represent the positions and priorities taken by CUE related to educational technology in California. The Platform is to be used by CUE representatives in situations where the values and priorities of the organization should be expressed. CUE supports the following: CDE funding support and expansion, federal education initiatives, a statewide educational technology plan, fully funded professional development, continuous funding for technical support, continuous funding for technology, research-based technology applications and services, digital content, administrative uses of technology, curriculum support, inclusion of technology in single school plan for student achievement, career-long professional development planning, support of underserved areas, and integrated network and K12 high speed network.

GetREAL – RELEVANCE IN EDUCATION AND LEARNING

GetREAL is a coalition of business, labor, agriculture, public safety, health care, child advocates and educators who believe California schools should provide a balanced education that includes challenging academic studies and career technical education for “hands on” learning — so our children are prepared for the 21st Century jobs and have the skills to succeed, whether they choose college or not.

Business and Technology

California Manufacturers & Technology Association; California Hotel and Lodging Association; Western States Petroleum Association; California Farm Bureau Federation; Small Business California; California Metals Coalition; California Precast Concrete Association; California Space Authority; California Steel Industries, Inc; National Glass Association; California Autobody Association; California Association of Sheet Metal and Air Conditioning Contractors; Johnson & Johnson; Chevron; Coldicott Woodworks; ConocoPhillips; Boeing; Bridgestone/Firestone Retail Commercial Operations LLC; California Architects Board; California Automotive Wholesalers Association; California Landscape Contractors Association; California Motor Car Dealers Association; California Professional Association of Specialty Contractors; Engineering Contractors' Association; State of California Auto Dismantlers Association; California Legislative Conference of the Plumbing, Heating and Piping Industry; California Tooling and Machining Apprenticeship Association; A&A Auto Parts, Sales, Service and Storage; AeA - American Electronics Association; Alvins Auto Recycling Inc.; Antelope Valley Board of Trade; Automotive Service Councils of California; Bauer's Auto Wrecking; BW Auto Dismantlers, Inc.; California Aerospace & Technology Alliance; Eagle Auto Dismantling; Goodrich Aerostructures; Graymark International Inc.; GRC Associates; Hopper Farms; Manuels Auto Wrecking and SCADA; Northern California Construction Training , Inc. (NCCT); Oxnard Chamber of Commerce; P + C Auto Recycler; Ranesco; Rock and Roll Auto Recycling; San Luis Rey Auto Salvage; Small Manufacturers Association of California; Small Manufacturers Institute; Teichert Construction; Truck Wrecks Recycling; Valley Auto Wreckers; Valley Industrial Association of Santa Clarita; Ventura Chamber of Commerce; West Auto Wrecker Ltd

Labor

State Building & Construction Trades Council; State Employees Trade Council; California Teamsters Public Affairs Council;

Education

California Business Education Association; California Federation of Teachers; California Agricultural Teachers Association; California Automotive Teachers Association; California Business Education Association; California Industrial & Technology Education Association; Home Economics Teachers Association of California; Segue Career Program

Child Advocacy

Child Abuse Prevention Center; Richmond Children's Foundation; Minorities in Law Enforcement

Public Safety

California Correctional Peace Officers Association; California Professional Firefighters; Association of Orange County Deputy Sheriffs; Crime Victims United; California Organization of Police & Sheriffs

Healthcare

California Dental Association; Biocom; Baxter Healthcare

CBEA BULLETIN (State President's Newsletter)

PUBLICATION POLICY

PRESIDENT'S NEWSLETTER (CBEA BULLETIN)

The State President's Newsletter (CBEA BULLETIN) shall be used at the direction of the CBEA State President to provide all members in the state with the required organizational communications and related timely news items.

The CBEA BULLETIN shall also serve as a public and professional relations vehicle in promoting the association and in soliciting new members. The CBEA BULLETIN Editor shall assist the CBEA President in the publication of the BULLETIN. The Publications Board and the Board of Directors recommend that a person who is knowledgeable in all facets of the state association be appointed as editor of the BULLETIN.

The CBEA BULLETIN shall not be restricted to deadlines and/or other predetermined content for each issue. However, it is recommended that the CBEA membership be provided with at least three issues during the school year, informing them of the association activities as well as the business education activities in the state.

A CBEA membership application form shall be in each issue of the CBEA BULLETIN. Biographical data on nominees for CBEA state office shall be in one issue of the BULLETIN.

CBEA BULLETIN

DATES, ADVERTISING, PRINTING

HEADER: Use CBEA Logo and address

PUBLICATION DATES:

Three issues: Mail September 15, date October; mail January 15, date February; mail April 15, date May.

Four issues: Mail September 15, date October; mail December 15, date January; mail February, date March; mail May 1, date June.

DEADLINE DATES: One month prior to date of mailing.

ADVERTISING

Advertising for both quantity and content is at the discretion of the President.

Advertising Placement

Placement is at discretion of editor. No front page placement. If advertising cannot be placed because of lack of space, advertisement has first priority for next issue.

Camera-Ready Copy

Camera-ready advertising copy must be sent to CBEA BULLETIN Editor.

Advertising Payment

Full payment with copy should be received by the CBEA BULLETIN Editor 15 days prior to publication.

PRINTING AND DISTRIBUTION

Copies are mailed to members of the California Business Education Association at the dates of publication, to a VIP listing including officers of vocational education associations, and to business educators in leadership roles throughout the United States including WBEA and NBEA.

ADVERTISING RATES PER YEAR

Black and White

| | |
|---------------------|-------|
| Full Page Ad | \$500 |
| Half Page Ad | \$250 |
| One Quarter Page Ad | \$125 |

Color

| | |
|---------------------|-------|
| Full Page Ad | \$550 |
| Half Page Ad | \$300 |
| One Quarter Page Ad | \$175 |

CBEA BULLETIN
FALL ISSUE — MEMBERSHIP ISSUE
SUGGESTED CONTENT

Suggested Deadline Date: August 15

Suggested Mailing Date: September 15

1. Membership Benefits of CBEA—Include membership application
2. Affiliate Organization's Membership Benefits and Activities
3. Current Year's Officers and Board of Directors
4. Summer State Officers Meeting Action
5. FAFE Activities and Members of their Board of Governors
6. Legislative Report
7. State Conference Information and Committee
8. Notice of Nomination for State Officers
9. Calendar of Professional Meetings
10. Deadline Dates for future BULLETIN issues.
11. State Board of Directors Meeting summary.
12. CA Dept. of Education and CCC Chancellor's Office Information
13. Advertising
14. Section News
15. Possible Fillers: Helpful classroom instruction items, free publications, suggested readings, special workshops, etc.

CBEA BULLETIN

SUGGESTED TOPICS

This is a suggested list of topics that should be included in the BULLETIN. Articles should be timely and informative for the membership and should promote the interests and activities of CBEA and Business Education.

| <u>Topics</u> | <u>Issues</u> | | | |
|---|---------------|----------|----------|----------|
| | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> |
| President's Message | X | X | X | X |
| Objectives for the Year | X | | | |
| Directory of State Officers | X | X | X | X |
| Directory of Section Officers | X | | | |
| Directory of Appointive Chairpersons & Committees | X | | | |
| FABE Board of Governors | X | | | |
| CBEA Membership Form | X | X | X | X |
| NBEA, WBITE, ISBE Information | X | X | X | X |
| Legislative Article | X | X | X | X |
| Section News Articles | X | X | X | X |
| State Conference Information | X | X | X | X |
| State Dept. of Education | X | X | X | X |
| Community College Chancellor's Office | X | X | X | X |
| Recognitions and Awards (CBEA and Affiliates) | X | X | X | X |
| State Officers' Meeting summaries | X | X | X | X |
| Board of Directors Meeting Summaries | X | X | X | X |
| State Office Elections, Publicity, and Results | X | X | X | X |
| Fillers as available when space permits | X | X | X | X |

RETENTION OF VITAL RECORDS

- Articles of Incorporation and Bylaws (Secretary of State has permanent copy)
- Audit reports (7 years)
- Canceled checks (checks should be filed with the papers pertaining to the underlying transactions (7 years)
- Cash books (7 years)
- Chart of accounts
- Correspondence (legal and important matters only)
- Deeds, mortgages, and bills of sales, as well as contracts and leases still in effect
- Depreciation schedules
- Equipment inventory
- Financial statements--end of year (other time periods optional) (7 years)
- General ledgers (7 years)
- Insurance records, claims, policies, etc. (while in effect) Journals (7 years)
- Minutes of Board of Directors' meetings
- Minutes of Corporate Officers' meetings
- Policies and Procedures
- Property records--including costs, depreciation reserves and end-of-year trial balances, depreciation records, (permanent)
- Tax returns and worksheets, revenue agents' reports, and other documents relating to the determination of income liability (tax-exempt, non-profit organizations required to file an annual return (Form 990)--must keep such permanent books of account or records, including inventories, that show specifically the items of gross income, receipts and disbursements, and information required by the IRS for as long as they may be or may become "material" for any federal tax purpose and shall be kept available at all times for inspection by IRS officers or employees (7 years)
- Saving certificates' records and saving accounts' records (while in effect)

PURPOSE

The World Wide Web offers the California Business Education Association the opportunity to provide a broad spectrum of information to a large number of members and non-members. The World Wide Web also provides the opportunity for Sections to present materials of a local nature, such as conference, workshop, and position announcements to a large audience.

Using the World Wide Web is strongly encouraged in that it provides the California Business Education Association with a powerful tool to convey information quickly and efficiently on a broad range of topics relating to its activities, objectives, policies and programs.

DEFINITIONS FOR STATE AND SECTION WEB PAGES

The California Business Education Association shall support both State and Section Web pages. This permits the Web to serve as a resource for official CBEA information, as well as a site for the exchange of section information.

State Page: A State Page is defined as any Web page that is linked to the CBEA Web site in any place other than the "Section Pages" area. Such pages shall be held to the same standards and publishing criteria as other official CBEA publications.

Section Page: A Section Page is defined as any Web page in the "Section Pages" area. These pages may be created by a section representative, section member, or the CBEA Webmaster. The views expressed on Section Pages are not necessarily the views of the California Business Education Association, Inc. and comments regarding these pages shall be directed to the author of the page. Page authors shall provide contact information including e-mail address, and phone number.

USE OF THE WEB

The considerable benefits gained by using the Web must be carefully balanced through the application of comprehensive risk management procedures against the potential risk to CBEA interests, such as the safety and security of personnel or assets, or individual privacy created by having electronically aggregated CBEA information more readily accessible to a worldwide audience.

CBEA shall implement technical security practices with regard to the establishment, maintenance, and administration of its Web site.

CBEA Web pages containing personal or financial information or other information of little value to the general public (i.e., membership database, State Conference registration data), shall employ additional security and access controls. Web pages containing information in these categories shall not be accessible to the general public.

RESPONSIBILITIES

The CBEA Webmaster shall be responsible for the following:

1. Providing policy and procedural guidance with respect to establishing, operating, and maintaining the CBEA Web site.
2. Maintaining liaison with CBEA Board of Directors to provide policy oversight and guidance to ensure the effective dissemination of Association business via the Internet.
3. Providing a mechanism for feedback reporting that includes the identification of useful automated tools to aid in the conduct Association business.
4. Operating and maintaining the CBEA Web site (www.CBEAonline.org) as the official primary point of access to CBEA information on the Internet.

5. In coordination with the CBEA Board of Directors, providing oversight policy and guidance to ensure the absolute credibility of information released through the CBEA Web site.
6. Establishing and maintaining a central Web site registration system for the CBEA State Conference that is integrated with . . .
7. Establishing a process for the identification of information appropriate for posting to Web sites and ensure it is consistently applied.
8. Ensuring all information placed on publicly accessible Web sites is properly reviewed for security, levels of sensitivity and other concerns before it is released.
9. Ensuring approved CBEA security and privacy notices and applicable disclaimers are used on all Web sites under CBEA purview.
10. Ensuring all information placed on publicly accessible Web sites is appropriate for worldwide dissemination and does not place CBEA personnel and assets, mission effectiveness, or the privacy of individuals at an unacceptable level of risk.
11. Ensuring procedures are established for management oversight and regular functional review of the Web site.
12. Ensuring operational integrity and security of the computer and network supporting the Web site is maintained.
13. Ensuring that reasonable efforts are made to verify the accuracy, consistency, appropriateness, and timeliness of all information placed on the Web site.

ADMINISTRATION, VERIFICATION, AND ASSESSMENT

Policies governing the administration, verification, and assessment of the CBEA Web environment shall be established and, as a minimum, address the following:

1. Terms and Conditions of Use
 - a. Restrictions on Use of Materials
 - b. Forums and Public Communications
 - c. Content Linked to From the Web Site
 - d. Disclaimer
 - e. Credit Cards
 - f. Indemnification
 - g. Limitation of Liability
 - h. Jurisdictional Issues
 - i. Termination
 - j. General Provisions
 - k. Notice and Procedure for Making Claims of Copyright Infringement
 - l. Member Account and Password Security
 - m. Unlawful or Prohibited Use
2. Privacy Policy
 - a. Member and Visitors Access
 - b. Information and Data Collection
 - c. Data Collection and Purpose Specification
 - d. Children's Privacy
 - e. Confidentiality/Security
 - f. Privacy Compliance
 - g. Access to Personal Information
3. Self-Assessment
4. Designee Privacy in the Workplace
 - a. Monitoring
 - b. E-mail and Computers
5. Designee Use of Software Policy

SYSTEM SECURITY CONSIDERATIONS

Operators of CBEA Web server environments shall be trained in technical information security best practices, or shall have immediate access to appropriately trained individuals. Security maintenance and administration shall be considered an essential element of Web site operation and maintenance at all times.

A security policy shall be written for each CBEA Web server environment or multiple sites furnishing similar data on the same system infrastructure or architecture based on the results of the risk assessment.

All CBEA Web servers shall employ a back-up methodology as part of the Web site architecture. Information shall be replicated to the back-up environment to ensure that the information will not be lost in the event that the Web server environment is corrupted, damaged, destroyed or otherwise compromised.

COMMERCIAL SPONSORSHIP AND ADVERTISING

Commercial sponsorships, advertisements, and endorsements shall be prohibited on CBEA State and Section Pages.

CBEA WEB PAGE GUIDELINES

CBEA Web pages must follow some basic style and content guidelines in order to represent the California Business Education Association in a coherent and appropriate manner. Therefore, the following guidelines shall be followed.

1. The following text shall appear on all State Pages:
Copyright © 2002/2003 California Business Education Association. All rights reserved.
2. A template shall be made available for designing CBEA Section Pages. The background, graphics, and fonts conform to the look and feel of the State Pages. The template may be used in its entirety, or just pieces of it, or none of it.
3. All portions of a home page will fit on one screen and require no scrolling.
4. All subsidiary pages will avoid the need for extensive scrolling unless the page is a document.
5. Subsidiary pages will include a link back to the CBEA homepage (www.CBEAonline.org) or an intermediate page within the CBEA Web Site
6. Section home pages will contain a link to the State home page.
7. There will be a minimal number of graphics on each page.
8. Home pages will contain a blanket copyright statement covering all subsidiary pages.
9. Standard HTML practice will be followed (i.e., "alt" tags with graphics).
10. All Section home pages will indicate affiliation with CBEA.
11. All pages will identify the official or contact responsible for the document.
12. All pages will indicate the date created and/or last modified.
13. Personal information about members, officers, or students will not be published without a signed release.
14. Any photograph of an identifiable person must have the written consent before names are listed with the published photograph.

PROCESS FOR POSTING PAGES

The following procedures shall be utilized for posting State Pages:

1. The Chair or Officer of the originating committee or office must approve all web page materials before submission is made for the posting of these materials to the World Wide Web.
2. All web page materials must be submitted as data files to the CBEA Webmaster.
3. The CBEA Webmaster will act as a clearinghouse by reviewing submissions of text for accuracy and by reviewing submissions of graphics (photographs, artwork, etc.) for their reproductive quality.
4. If any concerns arise during the review process, the CBEA Webmaster will discuss these concerns with the requestor before changes are made and web page materials are posted.

5. Approved text and graphics will be given to the CBEA Webmaster for posting within a reasonable amount of time.
6. The CBEA Webmaster will verify the functionality and appearance of all submissions using common browsers, including Netscape 4.0 and above and IE 4.0 and above. The CBEA Webmaster will suggest modifications as appropriate.
7. Whenever possible, the CBEA Webmaster will make the web page submissions available on line for review and approval by the originator prior to linking them to the official CBEA web page.
8. CBEA Officers and Committee Chair are responsible for periodically reviewing the web pages in their area of responsibility for outdated information. The CBEA Webmaster may remove Web pages if the information is obsolete. CBEA Officers and Committee Chair should assign an individual to submit necessary revisions on a regular basis.
9. If a CBEA Officer or Committee Chair wishes to make major revisions to a Web page's content and graphics, the procedures for submission as outlined above will be followed.
10. If it is not clear where a new Web page should be linked, the CBEA Webmaster, in consultation with the CBEA State President and the originator of the web page, will determine the most appropriate location.
11. The CBEA Webmaster will keep the CBEA Executive Board updated on new Web page submissions.

The following procedures shall be utilized for posting Section Pages:

1. The author of a Section Web page is responsible for uploading that Web page to the Section's area on the CBEA Web host server.
2. The author should send the CBEA Webmaster, via e-mail, that web page has been posted.
3. The CBEA Webmaster will verify the functionality and appearance of all submissions using common browsers, including Netscape 4.0 and above, and IE 4.0 and above. The CBEA Webmaster will suggest modifications to section web pages so that they comply with the CBEA Web Page Guidelines
4. Any questions on web page posting should be directed to the Webmaster at webmaster@CBEAOnline.org

GUIDE TO RESPONSIBLE USE OF ELECTRONIC COMMUNICATION

Access to the CBEA electronic information and communication sources is a privilege granted to CBEA State and Section Officers and to CBEA members. CBEA aims to provide the best possible information services with the fewest restrictions to its users. Electronic means of information access and exchange, such as the information stored in local and remote databases is to be used only for the purposes for which it is intended.

CBEA supports the following statement from the 1989 brochure, Using Software, distributed by EDUCOM:

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of a writer's integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

STATE TREASURER'S "GO BY" GUIDELINES FOR BUDGET ACCOUNTS

OPERATING BUDGET RECEIPTS

Membership Dues--Regular, Student, Retired, Out-of-State
Interest from Checking accounts
Advertising Ads in CBEA Publications
Contributions from ABE

OPERATING BUDGET EXPENSES

Amount of reimbursement, per diem, set by Board of Directors is amount paid Board members, officers, and committee members until changed by Board.

Fall, Winter, and Spring Directors' Meetings Expense Accounts are for charges relating to the holding of the Directors' meeting. This includes meeting room charge and refreshments. Reimbursement is established by the Board and paid to all official delegates and those invited by the President to report at the Board.

New Officers' Planning Meeting Expense Account is for the officers elected for the following year.

When officers, committee members attend a committee meeting one day and another meeting the next day at the same location, expenses are distributed between the two committees, based on time involved for each.

Officers' Expenses include items such as supplies, telephone, miscellaneous items required in carrying out duties of office.

Officers' Travel account includes travel to meetings requiring officer attendance or in fulfilling officer duties. It does not include travel to CBEA Committee meetings with budgeted amounts, or to the Officer's Section meetings.

WBEA Delegates account is divided evenly between the 2 voting WBEA Delegates.

NBEA Convention account is divided equally among any of the five officers-who attend.

CCCC Dues and Rep. account is for dues required for affiliation--\$30.

VoCal account is for annual affiliation dues of \$250. Attendance at VoCal by Legislative Chairperson is Legislative Expense, attendance by President or officer is Officer Travel Expense.

Expenses of legislation publications for Legislative Committee and Advocate are expense items against Legislative Committee budget.

California Business Education Association (CBEA)

APPENDICES

RÉSUMÉ FORM FOR NOMINEES (WBEA 3030)
WESTERN BUSINESS EDUCATION ASSOCIATION

Resume of Candidate for Office of: _____

Personal Data:

Name _____

Address _____

STP 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 STP Representative provided below attest to the following:

The Candidate has agreed to seek the office indicated above and has been determined by the STP 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 STP Representative Signature Date

NOTE: This form must be completed, signed, and dated by the Candidate and STP Representative to provide a valid nomination. A résumé may be attached.

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

AWARD RECIPIENTS

CBEA OUTSTANDING SERVICE AWARD

This is CBEA's highest award. The award is presented to a person or organization that has served and contributed to CBEA and business education through state leadership, service, research, and/or writings. It was first awarded in 1959. Beginning in 1983, two awards could be given: One to an individual and one to a business or industry.

| | | |
|-------------------------------|----------------------------------|------------------------------|
| 1959 Bank of America | 1982 Gary Thompson | 1994 Robert J. Thompson |
| 1963 John Linn | 1983 Jane Thompson | 1994 Glencoe/McGraw Hill |
| 1964 Sears Roebuck Foundation | 1983 Standard Oil of California | 1995 Richard Marlow |
| 1965 Pacific Telephone | 1984 Merle Wood | 1996 Dorothy Filice |
| 1967 Robert I. Place | 1985 Security Pacific Natl. Bank | 1997 Pauline Newton |
| 1968 E. Dana Gibson | 1986 Don Busche | 1998 Bernice Collins |
| 1969 McKee Fisk | 1986 Chevron, USA, Inc. | 1999 Lee Thompson |
| 1970 Rulon E. VanWagenen | 1987 Industry Ed. Council ICC | 2000 Joe McFarland |
| 1971 Robert J. Thompson | 1987 Robert Garrett | 2001 Lewis Cain |
| 1972 G. A. Eckenrod | 1988 William Winnett | 2002 Fred Obermiller |
| 1973 Mary Alice Wittenberg | 1988 Thomas Services, Inc. | 2003 Brenda Ingram-Cotton |
| 1974 S. J. Wanous | 1989 Marcia McKenzie | 2004 Susan White |
| 1975 Donald J. Robertson | 1990 Susan Reese | 2005 Donna & Roger Anderson |
| 1977 G. W. "Jim" Maxwell | 1991 Marty McFarland | 2006 Beverley Gordon |
| 1978 Margaret Ferguson | 1991 Pacific Bell | 2007 Joe McFarland |
| 1979 Robert I. Place | 1992 David Kane | 2008 Rhoda James |
| 1980 Janet Matsuyama | 1992 Hewlett-Packard | 2009 Karen O'Connor |
| 1981 Dorothy Ford | 1993 Jayne Kawakami | 2010 Carolyn & Andy Anderson |

PRESIDENT'S AWARD

This award is presented by the CBEA State President to an individual or company who has shown dedication and service to the CBEA and its activities.

| | | |
|----------------------------|---------------------------|-------------------------|
| 1981 Robert Marlow | 1991 Mary Auvil | 2000 Marv Weston |
| 1982 Senator Jim Nielson | 1992 Maureen Smith | 2001 Pauline Newton |
| 1983 Security Pacific Bank | 1993 Marty McFarland | 2002 Robert J. Thompson |
| 1984 Lee Thompson | 1994 Bernice Collins | 2003 Susie White |
| 1985 Gary Thompson | 1995 Dorothy Filice | 2004 Carolyn Anderson |
| 1986 Jane Thompson | 1996 Rhoda James | 2005 Linda Snider |
| 1987 Robert J. Thompson | 1997 Ross White | 2006 Joseph Otto |
| 1988 Marty Hays | 1998 Pauline Newton | 2008 George Pleasant |
| 1989 Robert Garrett | 1999 Jane & Phil Thompson | 2009 Edna Prigmore |
| 1990 Don Busche | | 2010 Andre Andersen |

CBEA HONORARY STATE LIFE MEMBERSHIP

Honorary State Life Membership may be awarded to a retiring member who has made a significant contribution to the advancement of business education.

PRIOR TO 1960

| | | |
|------------------|---------------------|----------------|
| Earl Atkinson | J. Wilson Getsinger | Eleanor Jensen |
| William Blackler | Francis Goff | Ira W. Kibby |
| L.O. Culp | Jessie Graham | Fred Pribble |
| | Margaret T. Ross | |

| | |
|--|---|
| <p>1961 Emma Luebbers, r. P. Measires, Ernest Prescott, Blacke Spenser, Cora Warner</p> <p>1962 Howbert Bonnett</p> <p>1963 John Given, Ethel McCormack</p> <p>1964 Phillip Ashworth, Reginald Estep, Beatrice McGlashan, E. Alva Straw, Emily Ziegler</p> <p>1965 Robert LaDow</p> <p>1966 Charles L. Ruby, Hjalmar Strombert</p> <p>1967 Georgia Amsden, Joseph Blacow, George DaVall, Louis A. Mudge, Mary Tomsen</p> <p>1968 A.E. Bullock, Jessie Gustafson, Bessie Kaufman, Vierling Kersey</p> <p>1969 McKee Fisk</p> <p>1970 Claud F. Addison, Rulon C. Van Wagenen</p> <p>1971 Dana E. Gibson</p> <p>1972 Albert Fries, Dorothy Myers</p> <p>1973 Mary Alice Wittenberg</p> <p>1974 S. Joseph DeBrum, James Thompson, S. J. Wanous, Melburn Wright, Bryce Yourd</p> <p>1975 Leonard Stenberg, A. Lee Thompson (special)</p> <p>1976 Donald J. Robertson</p> <p>1977 Lela Chaney, Nihla Knight</p> <p>1978 Fran McCreery, Margaret Purcell</p> <p>1979 Virginia Hayn, Claire O'Brien, L. Lynn Straub</p> <p>1980 Norma Blackburn</p> <p>1981 Alvin Beckett, Dorothy Ford, John Linn, Robert Place</p> <p>1982 Robert J. Thompson, Richard Rogers, Virginia Sprague</p> <p>1983 Kathleen McDanniel, Lucille Mitchell</p> <p>1984 Gervase Eckenrod, Thelma Smith, Mike Wilson</p> <p>1985 Richard J. Dallas</p> | <p>1986 Al Giordano</p> <p>1987 Stan Bosler, Pat Dresselhaus, Rosetta Smith</p> <p>1988 Maurice Crawford, Marge Dennin-Papp, Lola Gardner, Jayne Kawakami</p> <p>1989 No awardees</p> <p>1990 William Anderson, Frank K. Baker, David Kane, Dwayne Schramm</p> <p>1991 No awardees</p> <p>1992 John Cron, Dorothy Filice, Lucille Horner, Anne Schatz, Gary Thompson</p> <p>1993 Jim Maxwell, Melinda Randolph</p> <p>1994 Gil McMillan, Janet Matsuyama</p> <p>1995 Doris Rausch, Gwen Watson</p> <p>1996 Eleanor van den Akker, John Bray</p> <p>1997 Ella Butler, Lew Cain</p> <p>1998 Marv Weston</p> <p>1999 Fred Obermiller and Richard Marlow</p> <p>2000 Marv Weston</p> <p>2002 Susie White</p> <p>2003 Marcia McKenzie, Jane Thompson, Janet Baker</p> <p>2004 Donna Anderson, Bernice Collins</p> <p>2005 Marcia Bush, Don Busché</p> <p>2006 Dorothy Garten, Kiki Nakauchi</p> <p>2007 Michael Bronner, Marty McFarland, Don Saul, Jr.</p> <p>2008 Edna Prigmore</p> <p>2009 Beverley Gordon</p> <p>2010 Brenda Ingram-Cotton</p> |
|--|---|

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

AWARD FOR OUTSTANDING SERVICE

For a person who has served and contributed to CBEA and business education through state leadership, service, research, and writing

Name: _____ CBEA Membership # _____

Address: _____

Phone Number _____ E-mail _____

Nominating Section: _____ Date: _____

Employer and Position: _____

Educational Background: _____

Occupational Background: _____

List significant contributions and achievements in furthering business education in California through state leadership, service, research, and/or writings.

CBEA Service – State (include dates) _____

CBEA Service – Section (include dates) _____

Other: _____

Honors & Recognitions: _____

Statement: Give a brief statement why this person/business is being nominated. _____

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

HONORARY STATE LIFE MEMBERSHIP NOMINATION

Name: _____

Home Address: _____

City _____ State: _____ ZIP _____

Telephone: _____ E-Mail _____

Retirement Date: _____ CBEA Membership No. _____

Teaching Experience: (Give schools and dates) _____

CBEA Activities—STATE (Give details and dates) _____

CBEA Activities—SECTION (Give details and dates) _____

State Professional Activities—Non-CBEA (give details and dates) _____

National/Regional Professional Activities (Give details and dates) _____

Other: (Writings, Honors, etc. (Give details and dates) _____

CBEA member two years immediately preceding retirement: _____ - _____

CBEA member ten consecutive years _____ - _____

Sponsoring Section: _____ Section President _____

CBEA State Board of Directors Date Approved _____

Life Membership No. _____ Presented on: _____

State President: _____

CALIFORNIA BUSINESS EDUCATION ASSOCIATION
OUTSTANDING BUSINESS EDUCATOR AWARD

(Check one level)

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

NOMINEE DATA FORM

Date _____ CBEA Section _____

Name of Nominee _____

Address _____

Telephone _____ E-Mail _____

Present Position and Location _____

Location/Site _____

Name of Nominator _____ Position _____

Address _____

Telephone _____ E-Mail _____

Who should be contacted for more information? _____

Answer the following items using a maximum of three pages.

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 (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.)

INCLUDE A MAXIMUM OF THREE LETTERS OF RECOMMENDATION that document the information included in this nomination. (10 points.)

CALIFORNIA BUSINESS EDUCATION ASSOCIATION

OUTSTANDING NEW MEMBER AWARD

NOMINEE DATA FORM

(check one level)

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

Date _____ Section Name _____

Name of Nominee _____

Address _____

Telephone _____ E-Mail _____

Present Position and Location _____

Location/Site _____

Name of Nominator _____ Position _____

Address _____

Telephone _____ E-mail _____

Who should be contacted for more information? _____

Answer the following items using a maximum of three pages. Nominees receiving less than 70 total points will not be considered for the award.

- 1 .EDUCATION and DEGREES (List majors, minors and institutions)
1. TEACHING/BUSINESS EXPERIENCE (List years and location of experience)
2. PROFESSIONAL MEMBERSHIPS (List organizations and length of time of membership.)
3. HONORS AND AWARDS RECEIVED (Total of 30 points possible for Items 1 through 4)
4. CONTRIBUTIONS TO BUSINESS EDUCATION through classroom involvement, curriculum development, student organizations, administrative responsibilities, and/or publications. (50 points)
5. PARTICIPATION IN LOCAL, REGIONAL, NATIONAL, AND INTERNATIONAL PROFESSIONAL ASSOCIATIONS. Include offices held, committees served on, and conference activities. (20 points)

A6010

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.
ASSOCIATE ORGANIZATION APPLICATION FOR MEMBERSHIP

Organization: _____

Address: _____

City: _____ State _____ Zip: _____

President: _____ CBEA Mbrsp. # _____

Address: _____

City _____ State _____ Zip: _____ Telephone _____

President-elect: _____ CBEA Mbrsp. # _____

Address: _____

City _____ State _____ Zip: _____ Telephone _____

Secretary: _____ CBEA Mbrsp. # _____

Address: _____

City _____ State _____ Zip: _____ Telephone _____

Treasurer: _____ CBEA Mbrsp. # _____

Address: _____

City _____ State _____ Zip: _____ Telephone _____

| | |
|-------------------------------|---------|
| Organization Dues: \$60 | \$60.00 |
| TOTAL ENCLOSED: | _____ |

Associate Organizations must have a yearly minimum of 50 members in their organization and they must offer CBEA membership on their application form.

The Association's Constitution and Bylaws must be submitted with this Associate Organization Membership Application form, dues, and membership list.

Mail information to CBEA Membership Office.

| California Business Education Association , Inc. | | | | | | | | |
|--|---------|---------|---------|---------|---------|---------|---------|---------|
| Proposed Operating Budget for 1995-1996 | | | | | | | | |
| WORKSHEET – INCOME | | | | | | | | |
| | 1992-93 | 6/30/93 | 1993-94 | 6/30/94 | 1994-95 | 6/30/95 | 1995-96 | 6/30/96 |
| | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual |
| INCOME-MEMBERSHIP: | | | | 3/1/94 | 4/25/94 | | | |
| Regular (\$21) | 8400 | | 5187 | 5187 | 5187 | 5187 | 0 | |
| \$5 Advocacy | 2000 | | 1235 | 1235 | 1235 | 1235 | 0 | |
| Regular (\$35) | 35000 | 35528 | 37345 | 35840 | 36610 | 27415 | 25500 | |
| \$5 Advocacy | 5000 | 6790 | 5335 | 5120 | 5230 | 5150 | 5750 | |
| Student (\$13) | 1040 | 806 | 806 | 663 | 650 | 585 | 300 | |
| Retired (\$13) | 273 | 403 | 403 | 351 | 455 | 507 | 400 | |
| Part Time (\$25) | | | | | | | 5000 | |
| Three year (\$30) | | | | | | | 6000 | |
| Two year (\$30) | | | | | | | 1500 | |
| TOTAL DUES INCOME | 51713 | 43527 | 50311 | 48396 | 49367 | 40079 | 44450 | |
| OTHER INCOME: | | | | | | | | |
| Advertising | 2250 | 662 | 2000 | 1250 | 1500 | 2750 | 2000 | |
| CBT | | | 0 | 0 | 0 | 0 | 0 | |
| Interest Income | 7000 | 4841 | 5000 | 901 | 5000 | 13325 | 10000 | |
| WBEA/NBEA Promo | 125 | 100 | 100 | 0 | 100 | 0 | 0 | |
| State Workshops | | | | | 1000 | 0 | 0 | |
| Event Planner/State Conf. | | | | | 1000 | 0 | 2000 | |
| Spring BOD Meeting | | | | | | | 3000 | |
| ABE | | | | | | | 100 | |
| 94-95 Carry over | | | | | | | 4000 | |
| Misc. Other | 1500 | 1000 | 1000 | 0 | 1000 | 596 | 1000 | |
| TOTAL OTHER INC. | 10875 | 6603 | 9840 | 2151 | 9600 | 16671 | 22100 | |
| TRANSFER RESERVE: | | | | | | | | |
| 92 Conference Proceeds | 21122 | 21122 | | | | | | |
| 93 Conference Proceeds | | | 17000 | 4733 | | | | |
| 94 Conference Proceeds | | | | | 12731 | 12731 | | |
| 95 NBEA Conf. Proceeds | | | | | | | 2500 | |
| 94 Joint Conf. Proceeds | | | | | | | 8400 | |
| Conf. Contingency Fund | | | | | | | 8000 | |
| Additional res. | 10390 | 10390 | 6671 | | | | | |
| TOTAL TRANS. RESERV | 31512 | 31512 | 23671 | 4733 | 12731 | 12731 | 18900 | |
| TOTAL INCOME | 94100 | 81642 | 83822 | 55280 | 58967 | 69481 | 85450 | |
| TOTAL EXPENSES | 94100 | 80520 | 83822 | 34201 | 58967 | 61743 | 82450 | |

B3100.1

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

REIMBURSEMENT AND CHECK REQUISITION FORM

(Return within 1 month of incurred expenses; All requests for fiscal year must be submitted by Nov. 30)

| | | | |
|--------|--|---------------------|--|
| Payee: | | Date: | |
| | | | |
| | | Purpose of Expense: | |

| Date | Details of Expenses (Receipts Must be Attached) | Expense Category | Amount |
|------|---|--------------------|--------|
| | | Postage | |
| | | Printing | |
| | | Supplies/Materials | |
| | | Telephone | |
| | | Miscellaneous | |
| | | Total Expenses: | |

Travel Reimbursement Information

| | | | |
|--|--|-----------|-------|
| Activity: | | Location: | |
| Departure: | Date: | Time: | From: |
| Return: | Date: | Time: | To: |
| Via: | Airline (attach ticket copy, coupon or receipt) | | |
| | Automobile (_____ miles @ 40.5¢ mile) | | |
| | Other (Parking, Tolls, Shuttle, Cab, etc. with receipts) | | |
| Lodging: | (Must attach copy of statement or receipt) Reimbursement based on CBEA policy | | |
| Meal Allowance Dates: | \$5.50 Breakfast; \$9.00 Lunch; \$17.00 Dinner | | |
| | B \$ | L \$ | D \$ |
| | B \$ | L \$ | D \$ |
| | B \$ | L \$ | D \$ |
| Total Travel Expense Reimbursement: (travel reimbursement policy on back side) | | | |
| REIMBURSEMENT GRAND TOTAL: \$ | | | |

I certify that the above expenses are true and accurate and in the performance of CBEA Business.

Signature of Person Requesting Reimbursement _____

Title/Position _____ Date _____

Signature of Committee Chair/Officer _____

Title/Position _____ Date _____

Return this form and receipts to CBEA State Treasurer at above address

Account No. _____ \$ _____ Account No. _____ \$ _____ Check No. _____

Amt. _____

Account No. _____ \$ _____ Account No. _____ \$ _____

Date: _____

B3200

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

Fall/Winter/Spring 20____, CBEA State Board of Directors' Meeting

(date) _____

MEMBERSHIP CERTIFICATION

NAME: Mr. Ms. Mrs. Dr. _____

Current year Membership Card Number: _____ Section: _____

CBEA State Board Position: *(check one)*

_____ *Section Representative* _____ *State Officer*

_____ *Section Alternate* _____ *Appointive*

Please note: Each delegate (section representative or alternate), or the duly certified alternate, is required to be in attendance throughout the Board Meeting. Section representatives are required to submit a copy of their section's adopted procedures for selecting alternate delegates to the Board of Directors whenever the section representative or alternate cannot attend. (CBEA State Bylaws, Article V, Section 4 (2-3))

Signed _____

Return this form to _____ (name of current president-elect) and list the return address.

B3300.1

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

STATE BOARD OF DIRECTOR'S MEETING FORM

STATE BOARD OF DIRECTORS' MEETING

Date: _____ Location: _____

Report From: _____ Date: _____

Position: _____ Retain: 2 years

Agenda No.: _____

Activities and Meetings:

Goals:

Budget/Financial Information:

Recommendations:

Action Item(s):

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

STATE CONFERENCE THEMES

| YEAR | LOCATION | THEME | PRESIDENT |
|---------|---------------|--|---|
| 1933-34 | Fresno | (First Statewide Conference) Unity in Business Education | Dr. Ira W. Kibby State Dept. Bus Ed Bureau |
| 1934-35 | Fresno | Permanent State Organization | Dr. Ira W. Kibby State Dept. Bus Ed Bureau |
| 1935-36 | | | L. O. Culp, Fullerton College |
| 1936-37 | | | Roland K. Abercrombie College of San Mateo |
| 1937-38 | Fresno | | Margaret Todd Ross Fresno Tech High School |
| 1938-39 | San Francisco | Place of Business Education in Core Curriculum | James A. Callaghan Sacramento City College |
| 1939-40 | Los Angeles | Facing the Facts In Business Education | Ralph C. Bauer Washington High School |
| 1940-41 | Oakland | Newer Instructional Procedures of Business | Leonard Sims Selma High School |
| 1941-42 | Los Angeles | Business Education in Community, State & Nation | R. P. Meairs Huntington Beach High School |
| 1942-43 | Oakland | How Business Education Helps Maintain Man Power | W. E. Clayton Oakland Tech High School |
| 1943-44 | Los Angeles | Business Education in the Post-war Era | W. E. Clayton Pasadena College |
| 1944-45 | | World War II Postponement | Blake Spencer Merritt Sch of Business |
| 1945-46 | | World War II Postponement | Blake Spencer Merritt Sch of Business |
| 1946-47 | Los Angeles | The Challenge for Leadership in Business Education | Dr. John N. Given LA Superv. Bus Educ |
| 1947-48 | San Francisco | The New Look in Business Education | Dr. Louis Mudge Fresno State College |
| 1948-49 | Hollywood | Tomorrow's Curriculum | Phillip Ashworth San Diego City Schools Supervisor |
| 1949-50 | San Jose | Preparing California Youth for Business Life | Dr. Marsdon Sherman Chico State College |
| 1950-51 | Pasadena | Suppose You Tell Us | Bessie B. Kaufman Manual Arts High School |

| | | | |
|---------|---------------|--|--|
| 1951-52 | Oakland | Western Business Educators Face Facts | Claud F. Addison Hartnell College |
| 1952-53 | Long Beach | Business Education Is Our Business | Dr. McKee Fisk Fresno State College |
| 1953-54 | Sacramento | Your Capitol Honors Business Education | Dr. Milburn D. Wright San Jose State College |
| 1954-55 | San Diego | Better Teaching for Better Business Education | Dr. E. Dana Gibson San Diego State College |
| 1955-56 | San Francisco | Human Relations In Business | Howbert Bonnett Sacramento State College |
| 1956-57 | Los Angeles | Blueprint for the Future | Mary Alice Wittenberg LA City Supervisor |
| 1957-58 | Asilomar | Brainstorming for Better Business Education | Jack Snyder Santa Cruz High School |
| 1958-59 | Long Beach | What Does Business Consider Business Education | Louis Gentile Chaffey College |
| 1959-60 | Asilomar | CBEA SILVER ANNIVERSARY | Dr. Fred S. Cook Stanford University |
| 1960-61 | San Diego | Better Business Education in the Space Age | Lura Lynn Straub San Diego State College |
| 1961-62 | Sacramento | Progress, Politics and Predictions | Dr. John Linn San Francisco State |
| 1962-63 | Santa Monica | Business Education Circles the Globe | Dr. Dorothy Ford LA Co. Supt's. Office |
| 1964-65 | Palo Alto | Impact '65 | Dr. Robert I. Place Chico State College |
| 1965-66 | Palm Springs | Place in the Sun | Ralph J. E. Newton Chaffey College |
| 1966-67 | Sacramento | All Aboard, Business Educators | Dr. William C. Wayne Fresno State College |
| 1967-68 | Coronado | The View From the Top | Dr. Maurice L. Crawford San Diego State College |
| 1968-69 | Fresno | Accent On Youth | Dr. Robert J. Thompson Foothill Community College Dist. |
| 1969-70 | Los Angeles | Up, Up and Away, LA | Janet Matsuyama Fullerton College |
| 1970-71 | San Francisco | Gateway to Higher Horizons | Dr. Alvin C. Beckett San Jose State College |
| 1971-72 | Los Angeles | Business Goes International | Dr. James A. Manos San Fernando Valley State College |
| 1972-73 | Asilomar | Surf's Up In '73 | Dr. W. (Jim) Maxwell San Jose State University |

| | | | |
|---------|---------------|--|--|
| 1973-74 | San Diego | Fun in the Sun | Elinor van den Akker Grossmont High School |
| 1974-75 | Tahoe | Gambol with Us | Dwayne Schramm California State Univ., Fresno |
| 1975-76 | | NBEA-SF--NBEA Theme: Golden Gateways | Richard J. Dallas (Acting Pres.) Santa Rosa Jr. College |
| 1976-77 | San Francisco | Focus for Tomorrow | Richard J. Dallas Santa Rosa Jr. College |
| 1977-78 | Los Angeles | Business 78 Update | Lucille L. Mitchell El Camino Real High School |
| 1978-79 | Tahoe | Business Ed-Gold Mine '79 | Richard Rogers Columbia Jr. College |
| 1979-80 | Anaheim | Main Street USA | Robert E. Maez Mountain View High School |
| 1980-81 | Sacramento | A Capital Experience | Jane Thompson Solano Community College |
| 1981-82 | San Diego | Business Education Ole' | Richard G. Muchow Palomar College |
| 1982-83 | San Jose | Bits, Bytes, & Business Ed. | Robert R. Garrett American River College |
| 1983-84 | Anaheim | CBEA Goes for the Gold | Maureen Smith Saddleback College |
| 1984-85 | Palo Alto | CBEA GOLDEN ANNIVERSARY | Robert F. Haller San Francisco State University |
| 1985-86 | Irvine | Creative Connections | Don Busché Saddleback College |
| 1986-87 | Burlingame | The Big Spin By the Bay | Marcia McKenzie Shasta College |
| 1987-88 | San Diego | CBEA--Charting A New Course | Bernice Collins Monrovia High School |
| 1988-89 | Sacramento | Strike It Rich with Business Education | Marty McFarland Shasta College |
| 1989-90 | Costa Mesa | 1990 and Beyond--A CBEA Odyssey | Carol Larson Jones Cal State Poly, Pomona |
| 1990-91 | Burlingame | CBEA Targets Global Issues | Marcia Bush San Francisco State University |
| 1991-92 | San Diego | WBEA/CBEA | Pat Sullivan Saddleback College |
| 1992-93 | Sacramento | Reflections | Joe McFarland Shasta High School |
| 1993-94 | Los Angeles | Universal Realities | Dr. Ella Butler LA Southwest College |

| YEAR | LOCATION | THEME OF CONFERENCE | PRESIDENT |
|---------|---------------|--|---|
| 1994-95 | San Francisco | NBEA Convention, No CBEA Conference | Pauline Newton Presentation High School |
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| 1993-94 | Los Angeles | Universal Realities | Dr. Ella Butler LA Southwest College |
| 1994-95 | San Francisco | NBEA Convention, No CBEA Conference | Pauline Newton Presentation High School |
| 1995-96 | Irvine | CBEA...The Next Generation | Ross White |
| 1996-97 | Sacramento | Designed for You | Ernie Micheli McCloud High School |
| 1997-98 | San Diego | Seeking Tomorrow's Solutions Today | Susan White San Dieguito High School |
| 1998-99 | San Francisco | Bridge to the 21st Century | Dorothy Garten Butte College |
| 1999-2000 | Long Beach | Internet Impact 2000 | Todd Farr Antelope Valley ROP |
| 2000-2001 | San Jose | Connect in 2001 | Brenda Ingram-Cotton Los Angeles Valley College |
| 2001-2002 | San Francisco | Visions for the New Millennium (WBEA/CBEA) | Donna Anderson Solano College |
| 2002-2003 | Costa Mesa | Imagine (held in November 2002) | Marv Weston Retired |
| 2003-2004 | Sacramento | Connections | Marty McFarland Shasta College |
| 2004-2005 | San Diego | Passport to Success | Rose DeMarco Palomar College |
| 2005-2006 | Monterey | Riding the Waves of Change | Rhoda A. M. James Citrus College |
| 2006 | Palm Springs | Some Like It Hot (held in October 2006) | Maureen Fitzpatrick Palomar College |
| 2007 | San Francisco | Shake it Up (held in October 2007) | Jim Omlid Mission Valley ROP |
| 2008 | Rohnert Park | Soaring with Higher Skills | Jim Omlid Mission Valley ROP |
| 2009 | Riverside | Rigor, Relevance & Rejuvenation | Roietta Fulgham American River College |
| 2010 | San Jose | CBEA DIAMOND JUBILEE ANNIVERSARY Focus on the Future | Linda Snider Grossmont College |
| 2011 | Newport Beach | CBEA/WBEA JOINT CONFERENCE MAKING WAVES-CREATING OPPORTUNITIES | CBEA Karen O'Connor Cerro Coso Community College WBEA Roietta Fulgham American River College |

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

CBEA STATE CONFERENCE

COMPLIMENTARY HOTEL ROOM ASSIGNMENTS

All complimentary rooms provided by the hotel shall be assigned to the following state officers and conference committee chairs in the order listed:

1. State President
2. State President-Elect
3. Event Planner
4. Conference Chair
5. Program Chair
6. Finance Chair
7. Registration Chair
8. Exhibits Chair
9. Publicity Chair
10. Professional Growth Tours Chair
11. Computer Workshop Chair
12. Audiovisual Chair
13. Facilitators Chair
14. Door Prize Chair
15. Decorations Chair
16. Hospitality Chair
17. Meals Chair
18. Past Presidents' Chair
19. Professional Opportunities Chair
20. University Credit Chair

Past conference records indicate that the number of hotel complimentary rooms usually available to CBEA is about 6 rooms. It is recommended that chairs of the conference committee share available hotel complimentary rooms to accommodate the greatest number of the persons serving as conference chairs.

In the event that there are not enough complimentary rooms, those conference committee chairs not assigned a hotel complimentary room will be reimbursed from their conference committee budget funds for up to one-half the conference double room rate for one night.

Those officers and conference Chairs assigned a hotel complimentary room who are not sharing a room with an officer or a chair of the conference committee will be responsible for making payment to the Conference Finance Chair for one-half the double room rate from the person sharing the hotel complimentary room from the conference committee Chair.

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

CBEA STATE CONFERENCE

EXHIBIT COMMITTEE - DUTIES AND RESPONSIBILITIES

The exhibits and the exhibitors are a very important part of the CBEA State Conference. A wide variety of exhibits oriented to business education is important. The Exhibit Committee has the responsibility for fostering a beneficial relationship between the exhibitors and the CBEA members. Responsibilities include:

1. Approach and invite exhibitors at the current CBEA conference.
2. Plan the floor layout for the exhibit area at the hotel for a minimum of 30 exhibitors. (Most hotels have samples available of previous layouts used)
3. Publish the floor layout with space numbers assigned for each space
4. Determine with the General Conference Chair and the Finance Chair a price for each the exhibit table and a price for each additional exhibit table.
5. Use the CBEA Standard Exhibits contract form and letter for contacting potential exhibitors.
6. Send letter and contract form to potential exhibitors (firms oriented to business education) two months after the previous state conference.
7. Send copies of executed contracts to the Conference Chair and the Finance Chair/ State Treasurer
8. Send invoices to exhibitors immediately upon receipt of completed contract for space. Final payments should be made at least one month prior to the state conference.
9. Forward all exhibitors' checks immediately to Finance Chair/State Treasurer, showing exhibitor's address and space number(s) payment covers.
10. Plan incentives for registrants to visit the exhibit area during conference.
11. Notify exhibitors of hotel accommodations, schedule of conference events, and complimentary registration procedures. (Exhibitors are not required to register for the conference, but they may wish to sign up for meal functions.)
12. Provide Registration Committee Chair with listing of names of exhibitors and company name for name badges at least one month prior to the conference.
13. Provide an updated list of exhibitors to Registration Committee Chair upon arrival of exhibitors at the conference.
14. Supervise (be on site one hour prior to arrival of exhibitors) the setting up of exhibits and maintain all relationships with exhibitors during the conference. See that they are taken care of-answer all their questions and concerns.
15. Reserve exhibit space, at no cost for affiliate organizations, and nonprofit groups if space is requested.
16. Send thank you letters to all exhibitors after the conference with a notice of the date and place of the next CBEA State Conference.
17. Keep Conference Chair informed of any problems or successful achievements through the planning for the conference.
18. Prepare a final report of results of the committee's work with suggestions and recommendations for future conference committees. Indicate specific problems, number of exhibits, time schedule and forms used. Submit to the conference Chair two months after the conference.

C 6305.1

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.
EXHIBIT COMMITTEE – STATE CONFERENCE
ADDITIONAL POLICIES

1. The name of "CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC." is to be spelled out on all correspondence, forms, contracts, statements, etc. The initials CBEA may be used but the complete name of the association must be shown somewhere in a prominent position on all exhibit materials referring to the state conference.
2. Exhibitors are not permitted to sell any equipment or books during the conference exhibit.
3. Security of the exhibits area will be provided by CBEA as well as facilities permit. Limits on the financial liability of CBEA will be clearly stated in the Exhibitors contract form.
4. In event of cancellation by an exhibitor after the contract is signed, no refunds are made to the exhibitor until after the conference and then only if the space has been sold to another exhibitor at the full exhibit space rental charge.
5. Five months before the conference, the Exhibits Chair will send statements for exhibit space reserved to those exhibitors not submitting payments with contract. Payments for exhibits are due one month before the state conference.
6. It is recommended that whenever possible, the Hospitality Committee arrange for coffee or refreshments to be served in the exhibit area. Some exhibitors will sponsor or underwrite the cost if the service is located near the exhibitor's space.

C6305.2

CBEA STATE CONFERENCE
EXHIBITOR'S COMPLIMENTARY REGISTRATION

No registration fee is to be charged an exhibitor. The exhibitor complimentary registration applies to the exhibit days of the conference. This permits admission to exhibit area and the conference activities on those days. Any fees or charges required of registrants for conference activities or meals on exhibit days must be paid by exhibitors.

Exhibitors wishing to participate in the Professional Growth Day tours preceding the conference must pay the Professional Growth Day fee.

C6305.3

EXHIBIT COMMITTEE BUDGET

EXPENSES TO BE CONSIDERED FOR BUDGET PURPOSES:

1. Space rental of hotel exhibit room if not provided without charge in conference hotel contract.
2. Printing—Standard 3-part exhibitor contract form, Exhibit Procedures and Regulations, form letters, etc.
3. Postage—a number of mailings are made to potential exhibitors and contacts.
4. Telephone calls—these are often necessary to secure exhibitor commitment, clear problems or gain immediate information.
5. Contract for security guards.
6. Coffee or refreshments served to exhibitors at conference, if not provided by Hospitality or furnished within exhibit area.

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.
CBEA STATE CONFERENCE
PROGRAM COMMITTEE — DUTIES AND RESPONSIBILITIES

The planning of an interesting and informative program for the entire membership of CBEA is the responsibility of the Program Committee. The Program Committee must coordinate with all other committees and vice-versa in order to insure a smooth running conference.

1. Select speakers for all general sessions and banquets.
2. Inform all program speakers of their particular function and responsibilities prior to and during the conference. If the speaker is a business teacher, she/he is encouraged to register for the conference. If the speaker is not a business teacher, a complimentary registration will be provided for the day of the presentation.
3. Inform speakers that CBEA only provides an overhead and screen for each presentation.
4. Determine section topics, number of section meetings, location, and hours of section meetings. (Keep in mind the exhibits.) A tentative outline is to be suggested by January 1 (one year in advance of the conference).
5. Determine with the CBEA State President and the General Conference Chair the number of conference General Sessions, banquets/meal functions, and the hours for each.
6. Prepare and forward a tentative program sketch to the Publicity Chair by March 1 (ten months in advance of the conference).
7. Determine with the Exhibits Chair and the General Conference Chair the hours for exhibits.
8. Determine with the Special Events Chair and the General Conference Chair the hours for Special Events (Professional Growth Day, Tours, etc.)
9. Determine final program with speaker names and topics by September 1 (five months prior to the conference). Furnish copies of final program to Conference Chair, Web Master, Facilitator Chair, Publicity Chair, Exhibit Chair, and Registration Chair
10. Reconfirm dates and times for all speakers five months prior to the conference.
11. Arrange for the printing of the final program for conference registrants. (Check with convention bureaus on availability of covers.)
12. Submit the printed programs to the Registration Committee. The Exhibits Chair will also require programs for exhibitors.
13. Forward all updates to the Web Master on a regular basis.
14. Forward a list of special properties needed by speakers at all general and section meetings (whiteboard, pens, easel, pointers, projectors, screens, etc.)
15. Arrange proper introduction of speakers at section meetings.
16. Coordinate with the CBEA State President and the Facilitator Chair the introduction of speakers at the general sessions. (The CBEA State President presides at the general session.)
17. Make provisions for any necessary changes to the program during the conference. (Have at least three back-up speakers lined up.)
18. Keep Conference Chair informed of any problems or successful achievements throughout the planning time.
19. Submit bills and receipts promptly on the required voucher forms to the Finance Chair/State Treasurer for payment.
20. Write thank you letters to program participants after the conference.
21. Prepare a final report on the program, with suggestions and recommendations for future conference committees. Submit to the Conference Chair within two months of the end of the conference.

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

CBEA STATE CONFERENCE

SUGGESTED TIMETABLE FOR PREPARING PROGRAM

Eleven Months preceding the conference date

Select members of the Program Committee who are from the different levels of teaching institutions. A person from business/industry should be considered. Committee members are to be CBEA members.

Ten Months preceding the conference date

Determine with the General Conference Chair and the State President the general program format—number of general sessions, number of after-dinner speakers. A tentative time schedule for the entire convention program should be outlined allowing at least one hour of “prime time,” solely for visiting exhibits.

Nine Months preceding the conference date

Begin efforts to secure a keynote speaker. Issue invitations to any sectional meeting speakers who may tend to have their time committed far in advance.

Eight Months preceding the conference date

Drawing upon Committee’s experience and suggestions, compile list of areas to be covered in sectional meetings.

Send CBEA section representatives forms for submitting suggestions for speakers and/or panelists with addresses.

Seven Months preceding the conference date

Tentative program due **seven months prior to the conference** for early publicity—include as many topic offerings and confirmed speakers as possible.

Assign responsibility for securing sectional meeting speakers and/or panelists to committee members, along with a list of prospects, such assignments to be completed prior to December 1.

Six Months preceding the conference date

Check with committee members for progress reports on their activities. Assign responsibility for securing host and hostesses for section meetings.

Five Months preceding the conference date

Secure complete information from conference site the seating capacity of rooms to be used, permanent AV equipment, and black-out possibilities for all rooms that will be used for conference meetings, including general sessions.

Finalize arrangements for major speakers (keynote speaker, etc.). Rough copy of Program prepared, with names of presenters and rooms assigned.

Four Months preceding the conference date

Send final copy of program by December 1 to Publicity and Registration for January.

Three Months preceding the conference date

Remind Exhibit Committee, Registration Committee, Hospitality Committee, and Special Events Committee that any information regarding their particular responsibilities that needs to go in the program should be in your hands at least 10 weeks prior to convention date.

Ask CBEA State President to prepare information regarding general sessions that should go in the

program, as well as the President's Welcome for printing in the program.

Assign rooms for all meetings, keeping in mind estimated seating capacity needed and any AV needs for each meeting.

Begin preparing final program manuscript. Send copy to Publicity for use in final publicity mailing to members.

Two Months preceding the conference date

Finalize arrangements for all program participants. Reconfirm dates and time.

Submit program manuscript to at least two reputable printers for competitive bids. Ask successful bidder on program printing to begin work.

Assign responsibility of signs to committee member.

Arrange for properties needed by speakers.

Three Weeks Prior to Conference

Pick up printed program from printers. Send copies of program to General Chair, the CBEA State President, and to out-of-state speakers. The Exhibits Chair will need a supply for exhibitors. The balance are to go to the Registration Chair.

Submit room utilization chart, incorporating AV needs for each meeting to AV Chair.

After Conference

- Write "thank you" letters to all program participants.
- Prepare final report on Program for General Conference Chair. Include evaluations, suggestions, and recommendations.
- Update State Conference Program Committee Chair's notebook with year's materials and activities.

C6307.2

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.
CBEA STATE CONFERENCE
PROGRAM COMMITTEE
SAMPLE LETTER TO POTENTIAL SPEAKERS
(or HOST/HOSTESS/INTRODUCER/FACILIATOR)
WITH NOTIFICATION OF NO EXPENSES PAID
AND REGISTRATION FOR CONFERENCE ENCOURAGED

Dear *(Name)*

The annual CBEA State Conference is scheduled on *(date)* at the *(name of hotel)* in *(city)*. We hope you are planning to attend the event.

Would you consent to serve as a speaker *(host/hostess/introducer/facilitator)* on the topic *(name of topic)* at a workshop session on *(date)*.

As perhaps you know, there are no funds available to pay honorariums or travel expenses for professional business educators who participate on the conference program, but you will be making an important professional contribution, which will be valuable to you and your **association**.

You are encouraged to be a registrant for the conference.

Please return the enclosed card *(or response)* to me at the address below by *(date)*.

Sincerely

(Name of Program Chair)

Program Chair

Enclosure

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

CBEA STATE CONFERENCE

PUBLICITY COMMITTEE – DUTIES AND RESPONSIBILITIES

The Publicity Committee has the responsibility to publicize the association and its annual conference in order to gain maximum attendance at the conference. The Committee is responsible for timely publicity CBEA membership forms are to be included with mailings about the conference. The Publicity Committee will coordinate mailings with all other conference committee.

1. The committee (or chair of the committee) will create the logo for the conference.
2. Prepare camera-ready copy for "Call for Presentation" flyer and forward to the Conference Chair. Conference Chair will print. Flyer will be distributed during the previous conference.
3. Prepare camera-ready copy for preliminary publicity for the CBEA Bulletin. Submit copy to CBEA Bulletin Editor and Web Master.
4. Arrange for the printing of the first announcement flyer for mailing to the CBEA renewal membership six months and four months before the conference. Submit copy to Web Master.
5. Determine the contents and the mailing dates for the direct mailings to the association members, in cooperation with the Registration Committee, the Program Committee, the Conference General Chair, and the CBEA State President.
6. Prepare camera-ready copy for the official registration publicity six months prior to the conference. Print the publicity for mailing and make the mailings. Obtain database-mailing labels from CBEA President. Submit copy to Web Master.
7. Coordinate advance information to the press, statewide as well as local.
8. Whenever possible, obtain speeches, pictures, and autobiographies of speakers for press.
9. Arrange with CBEA Conference Chair for a conference photographer to cover conference publicity and history of conference.
10. Provide and mail all publicity information to Exhibit Chair, Program Chair, Conference Chair, and Web Master.
11. Continuously provide information to the Web Master to update the web page.
12. Keep conference chair informed of any problems or successful achievements throughout the planning time.
13. Following the conference, prepare a final report on the results of the committee's work with suggestions and recommendations for future conference committees. Statistics on quantities printed, mailings, and costs should be included. Submit report to the conference general chair.

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

CBEA STATE CONFERENCE

HOSPITALITY COMMITTEE — DUTIES AND RESPONSIBILITIES

The Hospitality Committee will be responsible for making the arrangements for providing the reception and hospitality to be extended at the conference. Activities are to be coordinated with the, Registration Chair, the Program Chair and the Conference Chair.

1. Determine what hospitality is to be extended—to whom, what, how, and when.
2. Obtain hospitality gifts for speakers and board members, as determined. Have the gifts approved by the conference committee before purchase.
3. Receive from the Program Chair a list of all speakers before September 1.
4. Receive from the Keynote Chair a list of all keynote speakers before September 1.
5. Appoint a committee to assist the chair during the conference hours.
6. Obtain hospitality items for registration packets and for the hospitality table.
7. Assist with assembly of registration packets.
8. Assist at Registration with information and hospitality/speaker table during the conference.
9. Keep accurate records of distribution of speaker gifts during the conference. Facilitators should be instructed to pick up the speaker gift from the Hospitality Table.
10. Keep accurate records of speakers who have checked in for their presentations on a daily basis during the conference.
11. Keep Conference Chair informed of any problems or successful achievements.
12. Prepare a final report on results of the committee's work with suggestions and recommendations for future conference committees. Submit to the Conference General Chair.

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

REGISTRATION COMMITTEE — DUTIES AND RESPONSIBILITIES

The Registration Committee will be responsible for setting up the registrant database and necessary facilities for registering those attending the conference.

1. Receive, copy, and record all registration applications. Record daily on a database the information on registration forms received from registrants. Number each registration form as received. The report form should include amount of registration paid, information for each meal paid, membership dues, and fees paid for special events.
2. Deposit the receipts daily to Finance bank account after recording information in the database.
3. Submit original forms to the Finance Chair/State Treasurer with bank deposit receipts on a daily/weekly basis.
4. Print name badges and meal tickets for the conference. Print envelopes for pre-registrants' tickets and receipts.
5. Determine the material to go in the registration packets. Obtain the material. Coordinate with Hospitality and Door Prize Committees for materials to be included.
6. Responsible for stuffing registration packets the night before the conference.
7. Determine the hours of registration during the conference. Coordinate with Program Committee and Exhibits Committee.
8. Appoint a registration committee to work in shifts during the conference.
9. Prepare printed instructions for registration procedures for state board of directors, guests, dignitaries, and exhibitors, registering prior to and during the conference.
10. Prepare printed registration procedures, instructions and diagram of stations to be followed by all registration workers during conference registration. Stations to be included—membership verification, pre-registrants, new registrants, meals, cashier (Finance).
11. Distribute printed registration procedures prior to the conference for study by each worker.
12. Determine work schedule to be followed by individuals working at the registration stations during the conference.
13. Responsible with the Finance Chair/State Treasurer the sale and accounting of meal and reception tickets at registration during the conference.
14. Obtain equipment and materials necessary for registration at conference—tables, chairs, pencils, forms, stamp pads, ribbons, etc.
15. Keep Conference Chair informed of any problems or successful achievements throughout the planning time.
16. Prepare a final report on results of the committee's work with suggestions and recommendations to future conference committees. Submit to the Conference General Chair by March 1 (within two months of the end of the conference).

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

REGISTRATION COMMITTEE—REGISTRATION POLICIES

HONORARY STATE AND SECTION LIFE MEMBERS: Lower registration fee (Student Fee) applies if attending conference workshops. No registration fee required if attending only a meal function.

RETIRED MEMBERS: Lower registration fee (Student Fee) applies if attending conference workshops and meal functions. If Professional Growth Day attendance is desired, complete registration fee is required in addition to Professional Growth Day fee.

MEMBERS OF OUT-OF-STATE BUSINESS EDUCATION ORGANIZATIONS: accorded the same registration fee as CBEA regular members.

GENERAL SESSION SPEAKERS: no registration fee charged. If the General Session is a meal function, meal costs are a charge against Program Committee budget.

PROGRAM SPEAKERS WHO ARE NOT BUSINESS EDUCATORS: A complimentary registration will be provided for the day of the presentation.

CALIFORNIA BUSINESS EDUCATORS APPEARING ON THE PROGRAM AS WORKSHOP SPEAKERS/PRESENTERS/COORDINATORS: are encouraged to register for the conference and pay the required registration fees. Correspondence to the speakers from the Program Chair should encourage early registration so speaker ribbons, instructions, etc., can be included in their registration packets prior to the conference. One month before the conference, the Program Chair will send a list of speakers to the Registration Chair and Conference Chair for verification of registration and the insertion of speaker ribbons in their registration packets.

OUT-OF-STATE PROGRAM PARTICIPANTS: the Program Chair will provide a list to the Conference Chair for review. A “complimentary registration listing” of out-of-state program participants will be provided by the Registration Chair. “Complimentary” registration does not apply to the Professional Growth Day activity. Expenses for any out-of-state speakers, not sponsored by publishing companies, are against the Program Committee budget.

EXHIBITORS: No registration fee is to be charged an exhibitor. The exhibitor complimentary registration applies to the exhibit days of the conference. This permits admission to the exhibit area and the conference activities on those days. Any fees or charges required of registrants for conference activities on exhibit days must be paid by exhibitors.

Exhibitors wishing to participate in the Professional Growth Day tours preceding the conference must pay a registration fee and the Professional Growth Day fee.

FABE PROJECT STUDENT WINNERS AND PARENTS: No registration fee is required for FABE student contest winners and their parents. FABE project directors are responsible for ordering in advance the meal tickets required for student winners and guests. Tickets must be paid for in advance by the project director or FABE Treasurer.

SPECIAL EVENTS/PROFESSIONAL GROWTH DAY ACTIVITIES: The conference registration fee is required for any conference activity planned (pre-conference or post-conference) such as professional growth days, workshops, fun runs, etc. When space is limited, pre-registration requests are to be honored on a first-registered basis. When the capacity registration is met, a roster shall be kept of members requesting reservations. In the event of cancellations or “no shows,” persons will be selected in order (date and time) of listing.

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

CBEA STATE CONFERENCE

PROFESSIONAL GROWTH/TOUR COMMITTEE

The Professional Tour Committee is responsible for planning educational tours to business, educational institutions, and industry on the Friday preceding the conference between 8:00 a.m. and 4:00 p.m.

1. The committee is responsible for making arrangements with business firms/schools for the tours. (Approximately 6 companies and/or educational inst.)
2. It is recommended that the Tour Chair select a committee to work on the tours.
3. Each tour must have an assigned tour leader. The committee chair appoints tour guides for each tour.
4. The committee will make arrangements for transportation to and from the tour site. It is recommended that two bids for transportation be obtained for consideration.
5. Details about each tour and tour registration forms are prepared and forwarded to the Publicity Chair five months prior to the conference for publicity mailings.
6. Details about each tour should be publicized on the WBEA Web site nine months prior to the conference. (Contact the webmaster with details.)
7. All participants in the Professional Tour day tours must pay the registration fees, plus the additional registration fees required for the tours.
8. Tours are assigned to registrants on a first registered basis.
9. Confirmation of tour assignments is sent to registrants two weeks prior to the conference.
10. Lists of participants for each tour are provided by the Registration Chair and the Conference Chair three weeks prior to the conference.
11. Make arrangements for participant check-in and on-site registration for any cancellation space available prior to tour departures with the Registration Chair.
12. Keep conference chair informed of any problems or successful achievements throughout the planning time.
13. Prepare a final report on results of the committee's work with suggestions and recommendations for future conference committees. Submit to the Conference Chair one month after the end of the conference.

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

CBEA STATE CONFERENCE

UNIVERSITY CREDIT COMMITTEE

The University Committee is responsible for providing CEU credits for conference attendees.

1. Contact a university or state college to inquire about providing CEU credits for the conference registrants.
2. Finalize the credit acceptance from the university or State College by one month after the end of the conference.
3. Send full details of the credit procedure to the Conference Chair, Publicity Chair, Registration Chair and Web Master by one month after the end of the conference.
4. Provide the proper applications at the first conference meeting, on the first day of the conference at 5 p.m.
5. Provide the proper applications at the second conference meeting, second morning of the conference at 8 a.m.
6. Provide the proper final papers at the third conference meeting, on the last day of the conference at 1 p.m.
7. Keep conference chair informed of any problems or successful achievements throughout the planning time.
8. Prepare a final report on results of the committee's work with suggestions and recommendations for future conference committees. Submit to the Conference Chair no later than one month after the end of the conference.

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

CBEA STATE CONFERENCE

COMPUTER WORKSHOP COMMITTEE

The Computer Workshop Committee is to organize all computer hands-on breakouts for the conference. Responsibilities of the committee include the following:

1. Establish the location for the workshops.
2. Select the topics for the workshops.
3. Select presenters for the workshops.
4. Secure equipment where needed for the workshops.
5. Secure Internet connections where needed for the workshops.
6. Provide the final list of computer workshops *topics* to the Conference Chair, Publicity Chair, Web Master, and Program Chair ten months before the conference.
7. Work closely with the Registration Chair to prepare a list of participants for each workshop.
8. Assign room monitors (assistants) for each computer workshop session.
9. The committee will make arrangements for transportation to the workshop site (if off hotel site). It is recommended that two bids be obtained for the transportation.
10. Reconfirm times and dates with all presenters.
11. Report any changes or updates to the Conference Chair, Publicity Chair, Web Master, and Program Chair.
12. Keep conference chair informed of any problems or successful achievements throughout the planning time.
13. Prepare a final report on results of the committee's work with suggestions and recommendations for future conference committees. Submit to the Conference Chair one month after the end of the conference.

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

CBEA STATE CONFERENCE

AUDIO VISUAL COMMITTEE

The Audio Visual Committee is responsible for providing equipment for the conference as stated in the Policies and Procedures.

1. Set up a working committee of three or four people to assist with AV.
2. Visit the hotel site to verify the existence of telephone lines for Internet connections and built in white boards and screens.
3. Review the hotel price list for all equipment. Any excessively priced equipment may not be ordered without the consent of the Conference Chair and the State Treasurer Finance Chair.
4. Work closely with the Program Chair for speaker equipment needs.
5. Order equipment for all general sessions including microphones and special equipment for keynote speakers. Get this information from Keynote Speaker Chair.
6. Be on site for the conference by the evening before the conference, at 4:00 p.m.
7. Keep conference chair informed of any problems or successful achievements throughout the planning time.
8. Prepare a final report on results of the committee's work with suggestions and recommendations for future conference committees. Submit to the Conference Chair no later than one month after the end of the conference.

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

CBEA STATE CONFERENCE

HOTEL MEAL COMMITTEE

The Hotel Meal committee is responsible for choosing and pricing all meals consumed by the registrants of the conference.

1. Set approximate meal prices in accordance with the conference budget.
2. Review the hotel price list of meals.
3. Provide the final meal prices to the Conference Chair, Publicity Chair, and Web Master ten months prior to the conference.
4. Establish a time and place for meal tasting (preferably four months prior to the conference).
5. Keep a balance of foods in mind when choosing meals.
6. The following meals and breakout sessions are required depending on the length of the conference:
 - Friday night Reception (heavy appetizers, cash bar)
 - Daily refreshments (coffee/tea/water and possibly muffins) for registration crew
 - Saturday morning exhibitor break (beverages/muffins)
 - Saturday luncheon/General Session
 - Saturday afternoon exhibitor break (beverages/cookies)
 - Saturday President's Reception (hors d'oeuvres/cash bar)
 - Sunday DPE Breakfast
 - Sunday Awards Luncheon
 - Monday brunch for Closing General Session
7. Responsible for verifying meal and event ticket counts with the Finance Chair.
8. Provide the hotel with the number of participants 72 hours before each meal function.
9. Work closely with the Registration Chair to obtain up-to-date numbers on participants.
10. Provide place cards at the head table for the general session meals. Names of participants will be provided by the general chair.
11. Keep conference chair informed of any problems or successful achievements throughout the planning time.
12. Prepare a final report on results of the committee's work with suggestions and recommendations for future conference committees. Submit to the Conference Chair one month after the end of the conference.

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

CBEA STATE CONFERENCE

FACILITATOR COMMITTEE

The Facilitator Committee will provide introducers and facilitators for each breakout session during the conference. This committee must work very closely with the Program Committee.

RESPONSIBILITIES OF THE COMMITTEE

1. Select 30 to 36 facilitators for the conference. (It is recommended that there be two people in each breakout sessions. That would double the number of people needed).
2. Provide a printed list of facilitators' names and session number to the Conference Chair and Hospitality Chair three weeks prior to the conference.
3. Contact all speakers (list from Program Chair) and ask for a biographical sketch.
4. Provide printed biographical sketches of speaker to each facilitator.
5. Facilitators are required to report to the Hospitality Booth 15 minutes prior to the breakout session to pick up the speaker gift.
6. Facilitators are required to pick up evaluation forms for each breakout session.
7. Facilitators are required to return all completed evaluation forms to the Hospitality Booth following the presentation.
8. Facilitators are required to double-check the equipment in the breakout session.
9. Facilitators are required to greet the speaker and introduce the speaker as directed.
10. Keep conference chair informed of any problems or successful achievements throughout the planning time.
11. Prepare a final report on results of the committee's work with suggestions and recommendations for future conference committees. Submit to the Conference Chair one month after the end of the conference.

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

CBEA STATE CONFERENCE

PAST PRESIDENT COMMITTEE – DUTIES AND RESPONSIBILITIES

The Chair of the Past President Committee is appointed by the General Conference Chair.

The Past President Committee is responsible for inviting past presidents and planning and presenting the Past President's events.

1. Secure an up-to-date list of past presidents from current CBEA President.
2. Create an invitation that *states clearly* that the past president is invited to attend the event, but they must submit payment for the event.
3. Mail invitations to all past presidents.
4. Create a publicity invitation for the Web Master ten months prior to the conference.
5. Work closely with the Registration Chair to keep tabs on who is attending the event.
6. Prepare and perform a program honoring the past presidents.
7. Order needed AV equipment for the event.
8. Keep conference chair informed of any problems or successful achievements throughout the planning time.

Prepare a final report on results of the committee's work with suggestions and recommendations for future conference committees. Submit to the Conference Chair one month after the end of the conference.

E1500

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.

NOMINATION INFORMATION FORM FOR CORPORATE OFFICE

Name _____ for Office(s) of _____

School Address _____

Home Address _____

Phone—School _____ Home _____ Fax _____

E-mail _____

PROFESSIONAL CBEA BUSINESS ACTIVITIES—State and Section _____

OTHER PROFESSIONAL ACTIVITIES _____

DEGREES EARNED:

| Degree | Institution |
|--------|-------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

TEACHING AND BUSINESS EXPERIENCE:

| Location | Field or Subject |
|----------|------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

STATEMENT OF REASONS FOR SEEKING THIS OFFICE AND/OR YOUR GOALS IF ELECTED:
(50 words or less) Attach a separate sheet or use the back of this page. See attachment

I agree to have my name placed in nomination for Corporate Office of the CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC. and to accept all responsibilities of the office, if elected.

Signature of Nominee _____

(Enclose a 3 x 4 or 4/5 photo)
This Nominee is Submitted By _____ Section _____

FOUNDATION FOR THE ADVANCEMENT OF BUSINESS EDUCATION

BYLAWS

ARTICLE I – NAME

SECTION 1. The name of this corporation shall be the FOUNDATION FOR THE ADVANCEMENT OF BUSINESS EDUCATION. (FABE).

SECTION 2. For mailing purposes, the principal place of business of this corporation shall be located at 58 Plaza Brisas, San Juan Capistrano, CA 92675

ARTICLE II – PURPOSE

SECTION 1. This corporation shall have a Board of Governors consisting of thirteen members of the California Business Education Association, Inc. These persons are, for the purpose of any statutory rule of law or provision relating to nonprofit corporations, the members of the corporation who shall exercise all the rights and powers of the corporation.

SECTION 2. The business and property of the corporation shall be managed and controlled by a Board of Governors, which shall consist of the following twelve voting governors:

1. One of the officers of the California Business Education Association, Inc., an incorporated nonprofit association organized and existing in the State of California.
2. Eleven members of the California Business Education Association, Inc., appointed by the FABE Board of Governors President in consultation with the CBEA President. The eleven individuals shall serve three-year terms commencing July 1 of the year of appointment and terminating June 30 three years hence. The eleven individuals will fill the following categories:
 - a. Six members of the California Business Education, Inc., from business/industry who has the support of their firms to contribute time, effort and resources and are willing to participate in aggressive fund-raising activities.
 - b. Five members of the California Business Education Association, Inc., who are available to contact business/industry during the regular business day and are willing to participate in aggressive fund-raising activities. These members should be business educators or administrators from all levels to include junior high, secondary and post secondary levels; ROP/C; work experience; cooperative education; and other community-based business education programs.

Governors shall serve until June 30 of the third year of their appointment or until a successor has been appointed. Any existing vacancy may be filled by action of the Board of Governors.

SECTION 3. The California Business Education Association, Inc., Central Office Director shall serve as an ex-officio, nonvoting member of the Board of Governors and as Historian.

ARTICLE IV – MEETINGS

SECTION 1. Meetings shall be called and held as may be determined by the Board of Governors constituting not fewer than six members of the Board. These members shall constitute the quorum of the

Board of Governors.

SECTION 2. Meetings of the Board of Governors, shall be held at the principal place of business designated in article I or at any place within the State of California designated by the Executive committee, as described in Article VI. Regular meetings of the Board of Governors shall be held at least once each year.

SECTION 3. all project directors, and other guests as desired by the Board, shall be invited to any and all meetings called by the Board of Governors for the purpose of discussing their respective projects or programs.

SECTION 4. Special meetings of the Board of Governors may be called by the Executive Committee as described in Article VI.

ARTICLE V - OFFICERS AND DUTIES

SECTION 1. Officers: The officers of this corporation shall consist of chairman, Vice Chairman, Secretary, Treasurer, and Historian. The Board of Governors may, from time to time, create such other offices as it deems advisable, and elect the incumbents thereof.

SECTION 2. Election of Officers: The Chairman and Treasurer shall be elected at the final meeting of the year. The Chairman shall serve during the second or third year of the three-year term as a member of the Board of Governors and may be re-elected. The Vice Chairman and Secretary shall be elected at the first meeting of the next year.

SECTION 3. Chairman's Duties: The Chairman shall preside at all meetings of the Board of Governors and be responsible for the general management and control of the affairs of the corporation. The Chairman shall give notice of all meetings of the Board of Governors. The Chairman shall also contact all the companies (businesses, individuals, etc.) that are supporting projects conducted by the Foundation as outlined in the policies and procedures.

SECTION 4. Vice Chairman's Duties: The Vice Chairman shall discharge the duties of the Chairman whenever the Chairman, for any reason, cannot discharge the duties of that office.

SECTION 5. Secretary's Duties: The Secretary shall keep a book of minutes at the principal place of business or such other place as the Board of Governors may determine, of all meetings of the Board of Governors.

SECTION 6. Treasurer's Duties: The Treasurer shall perform all the duties usually performed by a treasurer who shall collect, receive, and hold the money of the corporation; endorse and collect all checks and negotiable instruments; and keep full and accurate accounts of the receipts and disbursements of the corporation, rendering a full report at each meeting of the Board of Governors.

SECTION 7. Historian's Duties: The Historian shall perform all the duties normally performed by a historian and those duties as outlined in the policy and procedures.

SECTION 8. Board Members' Duties: The Board Members shall perform all duties necessary to accomplish the purpose of this organization as stated in Article II, Section., and as outlined in the policies and procedures.

ARTICLE VI - EXECUTIVE COMMITTEE

SECTION 1. The Chairman, Treasurer or Secretary, and one other member of the Board of Governors appointed by the Chairman, shall constitute the Executive Committee.

SECTION 2. The Executive Committee is empowered to act between regular Board meetings. Reports of such meetings shall be prepared for subsequent Board meetings for ratification of the actions taken by the Executive Committee.

ARTICLE VII – FUNDS

SECTION 1. No member shall be entitled to share in the distribution of the corporate assets. Upon the dissolution of the corporation all funds in the Foundation for the Advancement of Business Education treasury will be transferred into the California Business Education, Inc., treasury.

ARTICLE VIII – AMENDMENTS

Bylaws may be amended or repealed by the Board of Governors, subject to the power of the members of the Board of Governors, except that a Bylaw fixing or changing the number of Governors may not be adopted, amended, or repealed without the vote or written assent of the majority of the members of the Board of Governors.

FOUNDATION FOR THE ADVANCEMENT OF BUSINESS EDUCATION

POLICIES AND PROCEDURES

The governors of the FOUNDATION shall operate under the following policies regarding solicitation and/or administration of funds, acceptance of funds, solicitation of ideas for projects, and implementation of projects.

SECTION 1 - General Policies

- 1.1 The Chairman, Treasurer or Secretary, and one other member of the Board of Governors appointed by the Chairman, shall constitute the Executive Committee of FABE. (See Article VI, Section 1, Bylaws)
- 1.2 The Executive Committee is empowered to act between regular Board meetings. Reports of such meetings shall be prepared for subsequent Board meetings for ratification of the actions taken by the Executive Committee. (See Article VI, Section 1, Bylaws)
- 1.3 The CBEA policy on Travel/expense reimbursement shall apply for those attending FABE meetings. Should a person attend both a CBEA and FABE meeting at the same place and on the same date, the expenses will be prorated between these two organizations to avoid duplication of payment.
- 1.4 Some projects may require the use of money directly from the FOUNDATION General fund.

SECTION 2 - Policies Regarding the Solicitation of funds for Projects

- 2.1 Individuals are encouraged to solicit grants or gifts to the FOUNDATION, where such grants or gifts are free of all conditions or restrictions.
- 2.2 When any condition of restriction is imposed upon the use of such funds, the final approval rests with the Board of Governors of the FOUNDATION.
- 2.3 All use and sources of such monies must be compatible with the purposes for which this FOUNDATION was created. Funds will not be accepted that are primarily directed toward publicity or propaganda for the donor.
- 2.4 All grants or gifts must be transferred in the name of the FOUNDATION. Under no circumstances may the name of the FOUNDATION be used in connection with a project without the prior approval of the Board of Governors
- 2.5 With prior approval, members of the Board of Governors will be reimbursed reasonable and necessary money incurred as developmental expenses in acquiring money for the FOUNDATION.
- 2.6 Information taken from the "FABE Project Application" is to be used for solicitation of funds for projects.

SECTION 3 - Policy Regarding the Administration of the Brenton R. Aikin Memorial Fund.

- 3.1 The principle amount of the fund shall not be used for any purpose other than to generate earned interest, nor shall the principle amount, at any time, be co-mingled with any other funds.
- 3.2 The annual interest of the fund shall be divided equally, on March 1 of each year, between the California Association of the Distributive Education Clubs of America (DECA), and the California Chapter of the Future Business Leaders of American (FBLA). See the memo of understanding attached.

SECTION 4 - Policies Regarding the Acceptance of Funds for Projects

4.1 A contract between FABE and the project donor shall be entered into, and such contract for the acceptance of a project just provide for, but not be limited to, the following budget items:

- 4.11 Estimated clerical expenses
- 4.12 Consultant fees
- 4.13 Time Costs
- 4.14 Postage costs
- 4.15 Travel expenses
- 4.16 Meal and hotel expenses
- 4.17 Purchase or rental of miscellaneous equipment or items needed for the project
- 4.18 Supplies
- 4.19 Space rental, if necessary
- 4.20 Contingency and overhead

4.2 The contract should also include a statement of purposes, specific objectives, procedures to be used, and a time schedule.

4.3 A project budget will usually include an administrative fee designated for the FABE General Fund of 10 percent of the entire project funds, to read:

A project budget will usually include an administrative fee of 10 percent of the entire project funds from all cash donors, excluding CBEA. This 10 percent fee will be designated for the FABE General Fund. FABE does, however, reserve the right to negotiate the fee whenever appropriate. Such budget shall include reimbursement of expenses for the attendance of project directors at FABE board meeting.

SECTION 5 - Policies Regarding the Solicitation of Ideas for Projects

5.1 All individuals are encouraged to submit to the Board of Governors of the FOUNDATION any project idea which they consider will contribute to the improvement of business education.

5.2 These ideas should be sent to the Chairman of the Board of Governors of the FOUNDATION and will be placed on a schedule to be considered by the Board of Governors.

5.3 Each proposed project should be considered on its own merit regardless of where the proposed project originates.

5.4 All proposed projects must be submitted to the Board of Governors of the FOUNDATION before they are accepted. All projects must meet with standard conditions.

SECTION 6 - Policies Regarding the Implementation of the Project

6.1 The Board of Governors will appoint a project director for an approved project and define his duties. The project director will recommend staff, propose budget, procedures, time schedule, and other necessary guidelines to insure proper implementation of the project. A project director should first be sought from outside the FABE Board of Governors: However, a FABE "Board of Governors member is eligible to be a project director.

6.2 The project director must present the final project report to the Board of Governors and any request for funds to the Treasurer at the first FABE Board Meeting immediately following the termination of the project and/or by June 1, whichever is the earliest date. The entire distributing of the report will be in the

hands of the Board of Governors, and all proceeds and rights accrue to FOUNDATION unless otherwise stated in the contract.

- 6.3 Project contracts may be reviewed by an attorney for the FOUNDATION.
- 6.4 The FABE Board of Governors shall evaluate and approve project budgets.
- 6.5 Excess expenditures anticipated by a project director must first be approved by the FABE Board of Governors or the members of the Executive Committee. Should the excess be approved, the money will come from the FOUNDATION General Fund.
- 6.6 Funds remaining in a project account after the project is completed will usually be transferred to the FOUNDATION General Fund. However, for some continuing projects, the Board of Governors may approve leaving the remaining funds in the special account for use toward funding the project the following year.
- 6.7 The FABE Treasurer will write to each project director at the beginning of each project outlining the exact procedure for submitting vouchers for payment from the project funds.
- 6.8 A project director fee is permitted if such a fee is listed as part of the Project Application and Budgeted as such. Projects involving "professional writing" will specify in the budget the fee that is to be paid. In other instances, a project director fee consideration may be given by the Board.

CALIFORNIA BUSINESS EDUCATION ASSOCIATION
STATE TREASURER'S SCHEDULE OF ACCOUNTS

| Account | Type | Acct # |
|---|---------------------|---------------|
| 4322 — Exhibits Income:4324 — 1 Table | Income | 4324 |
| 2100 — Accounts Payable:2165 — A/P ABE | Accounts Payable | 2165 |
| 2100 — Accounts Payable:2140 — A/P CMEA | Accounts Payable | 2140 |
| 2100 — Accounts Payable:2110 — A/P Dues-Bay | Accounts Payable | 2110 |
| 2100 — Accounts Payable:2111 — A/P Dues-Central | Accounts Payable | 2111 |
| 2100 — Accounts Payable:2113 — A/P Dues-Northern | Accounts Payable | 2113 |
| 2100 — Accounts Payable:2114 — A/P Dues-San Diego/Imperial | Accounts Payable | 2114 |
| 2100 — Accounts Payable:2115 — A/P Dues-Southern | Accounts Payable | 2115 |
| 2100 — Accounts Payable:2175 — A/P FABE Contributions | Accounts Payable | 2175 |
| 2100 — Accounts Payable:2130 — A/P ISBE | Accounts Payable | 2130 |
| 2100 — Accounts Payable:2170 — A/P Legislative | Accounts Payable | 2170 |
| 2100 — Accounts Payable:2120 — A/P NBEA_WBEA | Accounts Payable | 2120 |
| 2100 — Accounts Payable:2160 — A/P NBEA_WBEA_ISBE | Accounts Payable | 2160 |
| 4150 — Affiliate Dues:4160 — ABE | Income | 4160 |
| 6100 — Accounting Fees | Expense | 6100 |
| 2100 — Accounts Payable | Accounts Payable | 2100 |
| 1200 — Accounts Receivable | Accounts Receivable | 1200 |
| 6001 — Affiliate Expense:6016 — Affiliate Contributions (WBITE/ | Expense | 6016 |
| 4150 — Affiliate Dues | Income | 4150 |
| 6001 — Affiliate Expense | Expense | 6001 |
| 6160 — Bank Fee Expense:6168 — American Express Fees | Expense | 6168 |
| 1000 — Assets | Bank | 1000 |
| 7131 — Conference Features:7132 — Audio Visual | Expense | 7132 |
| 6160 — Bank Fee Expense | Expense | 6160 |
| 6160 — Bank Fee Expense:6162 — Bank Fees | Expense | 6162 |
| 6160 — Bank Fee Expense:6163 — BankCard Fees | Expense | 6163 |
| 1205 — Section Accounts:1210 — Bay | Bank | 1210 |
| 4150 — Affiliate Dues:4166 — Bay Dues | Income | 4166 |
| 6401 — Bay Expenses | Expense | 6401 |
| 4615 — Billable Expense Income | Income | 4615 |
| 6270 — Board Meetings | Expense | 6270 |
| BUSINESS CHECKING | Bank | |
| 4100 — State Membership Dues:4102 — C-Bears | Income | 4102 |
| 4340 — Extra Meals:4354 — C-Bears Breakfast | Income | 4354 |
| 6160 — Bank Fee Expense:6166 — Capital One Fees | Expense | 6166 |
| 6250 — Printing and publications:6260 — CBEA Brochure | Expense | 6260 |
| 6250 — Printing and publications:6252 — CBEA Bulletin | Expense | 6252 |
| 6001 — Affiliate Expense:6008 — CCCC Dues | Expense | 6008 |
| 6001 — Affiliate Expense:6010 — CCCC Meetings | Expense | 6010 |
| 1120 — CD-/ | Bank | 1120 |
| 1205 — Section Accounts:1220 — Central | Bank | 1220 |
| 4150 — Affiliate Dues:4174 — Central Dues | Income | 4174 |

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| 6402 — Central Expenses | Expense | 6402 |
| 6250 — Printing and publications:6262 — Central Office | Expense | 6262 |
| 6220 — Operations:6226 — Central Operations | Expense | 6226 |
| 1100 — Checking Acct-Wells/098-4045519 | Bank | 1100 |
| 4150 — Affiliate Dues:4156 — CMEA | Income | 4156 |
| 7258 — Conference other:7260 — College Credit | Expense | 7260 |
| 4320 — Computer Workshops | Income | 4320 |
| 7100 — Conference Administration | Expense | 7100 |
| 7230 — Conference Exhibits | Expense | 7230 |
| 7000 — Conference Expenses | Expense | 7000 |
| 7131 — Conference Features | Expense | 7131 |
| 7200 — Conference Hands-on workshops | Expense | 7200 |
| 4200 — Conference Income | Income | 4200 |
| 7170 — Conference Meals | Expense | 7170 |
| 7160 — Conference Membership Free | Expense | 7160 |
| 7258 — Conference other | Expense | 7258 |
| 7210 — Conference Professional Growth | Expense | 7210 |
| 7120 — Conference Program | Expense | 7120 |
| 7242 — Conference Publicity | Expense | 7242 |
| 7150 — Conference Registration | Expense | 7150 |
| 6110 — Contributions | Expense | 6110 |
| 4300 — Optional Activities:4308 — Cooking Class | Income | 4308 |
| 6160 — Bank Fee Expense:6164 — Credit Card Machine | Expense | 6164 |
| 6001 — Affiliate Expense:6014 — CUE Meeting | Expense | 6014 |
| 2000 — Current Liabilities | Other Current Liability | 2000 |
| 6220 — Operations:6225 — Cvent | Expense | 6225 |
| 6220 — Operations:6224 — Database maintenance | Expense | 6224 |
| 7258 — Conference other:7270 — Decorations | Expense | 7270 |
| 6120 — Depreciation Expense | Expense | 6120 |
| 6150 — Insurance:6152 — Disability Insurance | Expense | 6152 |
| 6160 — Bank Fee Expense:6167 — Discover Settlement Fees | Expense | 6167 |
| 4020 — Donations | Income | 4020 |
| 7258 — Conference other:7266 — Door Prizes | Expense | 7266 |
| 7170 — Conference Meals:7178 — DPE Social | Expense | 7178 |
| 4340 — Extra Meals:4352 — DPE Social | Income | 4352 |
| 6130 — Dues and Subscriptions | Expense | 6130 |
| 4205 — Registrations:4270 — Lab Tech/Instr Asst:4275 — Early | Income | 4275 |
| 4205 — Registrations:4255 — Non Member:4260 — Early | Income | 4260 |
| 4205 — Registrations:4240 — Retired Member:4245 — Early | Income | 4245 |
| 4205 — Registrations:4225 — Student Member:4230 — Early | Income | 4230 |
| 4205 — Registrations:4210 — Member:4215 — Early | Income | 4215 |
| 7230 — Conference Exhibits:7234 — Electricity | Expense | 7234 |
| 4322 — Exhibits Income:4330 — Electricity | Income | 4330 |
| 7131 — Conference Features:7136 — Entertainment | Expense | 7136 |
| 6240 — Travel & Ent:6242 — Entertainment | Expense | 6242 |
| 6140 — Equipment rental & maintenance | Expense | 6140 |
| 7200 — Conference Hands-on workshops:7204 — Equipment/Instructor Fee | Expense | 7204 |

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| 3120 — Equity | Equity | 3120 |
| 3130 — Equity Adjustments | Equity | 3130 |
| 4 — Estimates | Non-Posting | 4 |
| 7100 — Conference Administration:7106 — Evaluations | Expense | 7106 |
| 4322 — Exhibits Income:4325 — Exhibitor Early | Income | 4325 |
| 4322 — Exhibits Income | Income | 4322 |
| 6000 — Expenses | Expense | 6000 |
| 4340 — Extra Meals | Income | 4340 |
| 4322 — Exhibits Income:4326 — Extra Tables | Income | 4326 |
| 4150 — Affiliate Dues:4164 — FABE | Income | 4164 |
| 7131 — Conference Features:7138 — Facilitators | Expense | 7138 |
| 7258 — Conference other:7264 — Finance | Expense | 7264 |
| 7170 — Conference Meals:7190 — Friday Lunch | Expense | 7190 |
| 4340 — Extra Meals:4342 — Friday Lunch | Income | 4342 |
| 7170 — Conference Meals:7172 — Friday Reception | Expense | 7172 |
| 4340 — Extra Meals:4344 — Friday Reception | Income | 4344 |
| 7170 — Conference Meals:7182 — Friday Refreshments | Expense | 7182 |
| 6150 — Insurance:6156 — General Liability | Expense | 6156 |
| 4300 — Optional Activities:4306 — Golf | Income | 4306 |
| 7210 — Conference Professional Growth:7222 — Golf tournament | Expense | 7222 |
| 7210 — Conference Professional Growth:7224 — Gourmet cooking class | Expense | 7224 |
| 7258 — Conference other:7262 — Hospitality | Expense | 7262 |
| 4000 — Income | Income | 4000 |
| 7100 — Conference Administration:7108 — Insurance | Expense | 7108 |
| 6150 — Insurance | Expense | 6150 |
| 4010 — Interest | Income | 4010 |
| 1130 — Investment-/ | Bank | 1130 |
| 4150 — Affiliate Dues:4154 — ISBE | Income | 4154 |
| 4205 — Registrations:4270 — Lab Tech/Instr Asst | Income | 4270 |
| 4100 — State Membership Dues:4112 — Lab-Instructional Asst \$28 | Income | 4112 |
| 4205 — Registrations:4270 — Lab Tech/Instr Asst:4280 — Late | Income | 4280 |
| 4205 — Registrations:4255 — Non Member:4265 — Late | Income | 4265 |
| 4205 — Registrations:4240 — Retired Member:4250 — Late | Income | 4250 |
| 4205 — Registrations:4225 — Student Member:4235 — Late | Income | 4235 |
| 4205 — Registrations:4210 — Member:4220 — Late | Income | 4220 |
| 6170 — Legal Fees | Expense | 6170 |
| 4150 — Affiliate Dues:4162 — Legislative | Income | 4162 |
| 7210 — Conference Professional Growth:7220 — Legislative workshop | Expense | 7220 |
| 6180 — Licenses and Permits | Expense | 6180 |
| 4322 — Exhibits Income:4332 — Lunch (extra lunches) | Income | 4332 |
| 7230 — Conference Exhibits:7238 — Mail/phone | Expense | 7238 |
| 7150 — Conference Registration:7152 — Mailings | Expense | 7152 |
| 7120 — Conference Program:7122 — Mailings | Expense | 7122 |
| 7100 — Conference Administration:7104 — Mailings | Expense | 7104 |
| 6240 — Travel & Ent:6244 — Meals | Expense | 6244 |
| 7100 — Conference Administration:7102 — Meetings | Expense | 7102 |
| 4205 — Registrations:4210 — Member | Income | 4210 |

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|---|-------------------------|------|
| 4360 — Miscellaneous Conference Income | Income | 4360 |
| 6190 — Mileage | Expense | 6190 |
| 7150 — Conference Registration:7156 — Miscellaneous | Expense | 7156 |
| 7100 — Conference Administration:7112 — Miscellaneous | Expense | 7112 |
| 6200 — Miscellaneous | Expense | 6200 |
| 6001 — Affiliate Expense:6018 — Miscellaneous | Expense | 6018 |
| 7258 — Conference other:7272 — Miscellaneous Expense | Expense | 7272 |
| 1140 — Morgan Stanley | Bank | 1140 |
| 6001 — Affiliate Expense:6006 — NBEA Stipends | Expense | 6006 |
| 4150 — Affiliate Dues:4152 — NBEA_WBEA | Income | 4152 |
| 4150 — Affiliate Dues:4158 — NBEA_WBEA_ISBE | Income | 4158 |
| 4205 — Registrations:4255 — Non Member | Income | 4255 |
| 1205 — Section Accounts:1230 — Northern | Bank | 1230 |
| 4150 — Affiliate Dues:4172 — Northern Dues | Income | 4172 |
| 6404 — Northern Expenses | Expense | 6404 |
| 6150 — Insurance:6154 — Officer Liability | Expense | 6154 |
| 6300 — Officers' Expenses | Expense | 6300 |
| 6300 — Officers' Expenses:6312 — Officers' Travel | Expense | 6312 |
| 3000 — Opening Bal Equity | Equity | 3000 |
| 6220 — Operations | Expense | 6220 |
| 4300 — Optional Activities | Income | 4300 |
| 7400 — Other Expenses | Other Expense | 7400 |
| 4100 — State Membership Dues:4110 — Part-Time | Income | 4110 |
| 7258 — Conference other:7268 — Past pres recognition | Expense | 7268 |
| 6300 — Officers' Expenses:6310 — Past President's Expense | Expense | 6310 |
| 2400 — Payroll Liabilities | Other Current Liability | 2400 |
| 7210 — Conference Professional Growth:7216 — Phone | Expense | 7216 |
| 7120 — Conference Program:7124 — Phone | Expense | 7124 |
| 7100 — Conference Administration:7110 — Phone | Expense | 7110 |
| 7242 — Conference Publicity:7248 — Postage | Expense | 7248 |
| 6250 — Printing and publications:6252 — CBEA Bulletin:6256 — Postage | Expense | 6256 |
| 6210 — Postage and Shipping | Expense | 6210 |
| 6175 — PR Representative | Expense | 6175 |
| 1901 — Prepaid 2009 Conference | Other Current Asset | 1901 |
| 6300 — Officers' Expenses:6304 — President's Elect Expense | Expense | 6304 |
| 6300 — Officers' Expenses:6302 — President's Expenses | Expense | 6302 |
| 7120 — Conference Program:7126 — Printed Program | Expense | 7126 |
| 7242 — Conference Publicity:7246 — Printing | Expense | 7246 |
| 7230 — Conference Exhibits:7240 — Printing | Expense | 7240 |
| 6250 — Printing and publications:6252 — CBEA Bulletin:6254 — Printing | Expense | 6254 |
| 6250 — Printing and publications | Expense | 6250 |
| 7210 — Conference Professional Growth:7214 — Printing/supplies | Expense | 7214 |
| 7150 — Conference Registration:7154 — Printing/supplies | Expense | 7154 |
| 4300 — Optional Activities:4304 — Prof. tours | Income | 4304 |
| 4322 — Exhibits Income:4328 — Publicity ads | Income | 4328 |
| 4322 — Exhibits Income:4333 — Publisher Speaker | Income | 4333 |
| 2 — Purchase Orders | Non-Posting | 2 |

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|--|-------------------------|------|
| 4370 — Raffles | Income | 4370 |
| 7210 — Conference Professional Growth:7218 — Refreshments | Expense | 7218 |
| 4205 — Registrations | Income | 4205 |
| 4100 — State Membership Dues:4104 — Regular | Income | 4104 |
| 4030 — Reimbursements | Income | 4030 |
| 3110 — Retained Earnings | Equity | 3110 |
| 4100 — State Membership Dues:4108 — Retired | Income | 4108 |
| 4205 — Registrations:4240 — Retired Member | Income | 4240 |
| 7120 — Conference Program:7130 — Room rentals | Expense | 7130 |
| 2500 — Sales tax payable | Other Current Liability | 2500 |
| 1205 — Section Accounts:1240 — San Diego/Imperial | Bank | 1240 |
| 4150 — Affiliate Dues:4168 — San Diego/Imperial Dues | Income | 4168 |
| 6406 — San Diego/Imperial Expenses | Expense | 6406 |
| 7170 — Conference Meals:7184 — Sat am Refreshments | Expense | 7184 |
| 7170 — Conference Meals:7186 — Sat pm Refreshments | Expense | 7186 |
| 4340 — Extra Meals:4349 — Saturday Dinner | Income | 4349 |
| 7170 — Conference Meals:7174 — Saturday Lunch | Expense | 7174 |
| 4340 — Extra Meals:4346 — Saturday Lunch | Income | 4346 |
| 7170 — Conference Meals:7176 — Saturday Reception | Expense | 7176 |
| 4340 — Extra Meals:4348 — Saturday Recepton | Income | 4348 |
| 1110 — Savings Acct-Wells/ | Bank | 1110 |
| 6300 — Officers' Expenses:6306 — Secretary's Expense | Expense | 6306 |
| 1205 — Section Accounts | Bank | 1205 |
| 4100 — State Membership Dues:4114 — Section Life | Income | 4114 |
| 7230 — Conference Exhibits:7236 — Security | Expense | 7236 |
| 7200 — Conference Hands-on workshops:7202 — Security/lab aid | Expense | 7202 |
| 7131 — Conference Features:7140 — Sign Language | Expense | 7140 |
| 4300 — Optional Activities:4372 — Silent Auction | Income | 4372 |
| 1205 — Section Accounts:1250 — Southern | Bank | 1250 |
| 4150 — Affiliate Dues:4170 — Southern Dues | Income | 4170 |
| 6408 — Southern Expenses | Expense | 6408 |
| 7120 — Conference Program:7128 — Speaker Gifts | Expense | 7128 |
| 7131 — Conference Features:7134 — Speaker honorarium | Expense | 7134 |
| 4610 — Special Contributions | Income | 4610 |
| 4334 — Sponsorships (Raffle donations) | Income | 4334 |
| 4100 — State Membership Dues:4116 — State Life | Income | 4116 |
| 4100 — State Membership Dues | Income | 4100 |
| 4100 — State Membership Dues:4106 — Student | Income | 4106 |
| 4205 — Registrations:4225 — Student Member | Income | 4225 |
| 7170 — Conference Meals:7188 — Sun am Coffee | Expense | 7188 |
| 7170 — Conference Meals:7180 — Sunday Brunch | Expense | 7180 |
| 4340 — Extra Meals:4350 — Sunday Brunch | Income | 4350 |
| 6220 — Operations:6228 — Supplies | Expense | 6228 |
| 6221 — Supplies Central Office | Expense | 6221 |
| 7230 — Conference Exhibits:7232 — Tables | Expense | 7232 |
| 6173 — Taxes | Expense | 6173 |
| 7242 — Conference Publicity:7250 — Telephone | Expense | 7250 |

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|--|---------------------|------|
| 6230 — Telephone | Expense | 6230 |
| 4300 — Optional Activities:4305 — Tour Mission | Income | 4305 |
| 7210 — Conference Professional Growth:7212 — Transportation | Expense | 7212 |
| 6240 — Travel & Ent:6246 — Travel | Expense | 6246 |
| 6240 — Travel & Ent | Expense | 6240 |
| 6300 — Officers' Expenses:6308 — Treasurer's Expense | Expense | 6308 |
| 4205 — Registrations:4290 — Two-day member | Income | 4290 |
| 1499 — Undeposited Funds | Other Current Asset | 1499 |
| 4100 — State Membership Dues:4118 — Unknown Status | Income | 4118 |
| 6001 — Affiliate Expense:6012 — VoCal Dues | Expense | 6012 |
| 6001 — Affiliate Expense:6002 — WBEA Delegates | Expense | 6002 |
| 6001 — Affiliate Expense:6004 — WBEA Leadership Institute | Expense | 6004 |
| 7242 — Conference Publicity:7244 — Web | Expense | 7244 |
| 6220 — Operations:6222 — Web maintenance | Expense | 6222 |
| 6250 — Printing and publications:6258 — Web Maintenance Professional | Expense | 6258 |
| WF CASH ACCOUNT CREDIT OFFSET | Expense | |
| WF CASH ACCOUNT DEBIT OFFSET | Expense | |
| 7210 — Conference Professional Growth:7226 — Wine Tour | Expense | 7226 |
| 4300 — Optional Activities:4302 — Wine Tour | Income | 4302 |

CALIFORNIA BUSINESS EDUCATION ASSOCIATION, INC.
ADVOCATES FOR BUSINESS EDUCATION (ABE)

PURPOSE

Advocates for Business Education (ABE) shall be the political action committee (PAC) of the CBEA Legislative Program. Its purpose shall be to solicit and collect funds to support business education legislative programs and other advocacy campaigns.

BACKGROUND

ABE was established and registered in 1984 as a Recipient Committee with the California Secretary of State. It was organized to solicit and collect contributions from members and other interested parties to support the CBEA Legislative program. The permanent address of ABE shall be the CBEA Central Office.

STRUCTURE

ABE shall be under the direction of the CBEA Legislative Committee. Its officers shall be the CBEA State Legislative Committee Chairman, who is appointed by the CBEA President, and a treasurer, appointed by the Legislative Committee Chairperson from one of the four Legislative Committee representatives.

RESPONSIBILITIES

1. ABE shall solicit funds on a continuing basis from the CBEA membership and others interested in support of business education advocacy.
2. ABE shall provide funds to print issues of the CBEA ADVOCATE newsletter.
3. ABE will reimburse the CBEA treasury to support business education legislative programs and other advocacy campaigns.
4. The ABE Treasurer will provide quarterly financial statements to the Legislative Committee and the CBEA state officers.