

**BUSINESS AND INFORMATION TECHNOLOGY EDUCATION DIVISION
Proposed Bylaw Amendments
To be voted on August 4, 2009**

Note: The highlighted items are the items being proposed for change. The italicized text is an attempt to explain the reasoning for the proposed change. The additional text is just for your reference to clarify the proposed change.

ARTICLE IV. OFFICERS

A. Duties of Officers

Add "and chair BPA Day at the Capitol" as a duty of the President

2. (2nd sentence) The President will also serve on the CareerTech Administrative Council and chair BPA Day at the Capitol.

Add "The Treasurer will maintain accurate records of all transactions and receipts." as a duty of the Treasurer

5. The Treasurer will maintain accurate records of all transactions and receipts. The Treasurer shall serve for a term of two years

Change the last sentence to reflect current practices

8. The Past President shall also collect and compile historical information to be passed on each year to the Past President so that BITE history is preserved year to year.

B. Election of Officers

Add a new #5 (same as in ACTE Bylaws)

5. If because of disability, resignation or other cause any office becomes vacant, the Executive Board shall be empowered to fill the said office until the prescribed procedures shall be followed to elect a member for the un-expired term. The Executive Board, by a three-fourths vote of all its members, may remove any officer from office for cause.

ARTICLE V. REGIONAL VICE-PRESIDENTS

B. Duties of Regional Vice Presidents

Add a new #5 and #6 to be in line with BITE handbook

5. Obtain up-to-date list of regional members.
6. Nominate two people from region to run for Region Vice President when term expires.

ARTICLE VI. EXECUTIVE BOARD

A. Membership of Executive Board

Re-word paragraph #1 to include the Reporter as a member of Executive Board and delete a teacher educator from each teacher training institution.

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

ARTICLE VII. COMMITTEES**A. Standing Committees**

Delete partial sentence regarding Historical Committee as this is no longer a committee.

1. Chairpersons of standing committees shall be appointed by the President with the exception of the Nominating Committee which will be chaired by the President Elect and the Historical Committee which will be chaired by the Past President.

Add a new committee called Audit Review Committee to match ACTE Bylaws and delete the Historical Committee.

2. Standing committees include Nominating Committee, Awards Committee, Legislative Committee, Policy Committee, Membership Committee, Scholarship Committee and the Audit Review Committee.

J. Scholarship Committee

Change the number of scholarships given from two to three and designate location of award

2. The Scholarship Committee will award up to three \$500.00 scholarships, depending on the availability of funds, with two given at summer conference and one given at Business Professionals of America Spring Leadership Conference.

Add a new #K for the Audit Review Committee

K. Audit Review Committee

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

ARTICLE VII. SPECIAL AWARDS

Change the name of the award as it is presented in the OkACTE Awards Program from Outstanding Educator to Educator of the Year

- B. BITE Educator of the Year

ARTICLE XI. VOTING BY E-MAIL

Change terminology of board Chairman to President since BITE does not have Chairman

- A. The President or acting President may call for an e-mail vote . . .

Delete all of section B, it is not relevant to our organization as we do not meet and discuss items for multiple days.

- B. Discussion on the motion(s) to be voted upon will be limited as indicated below.
 1. When discussion took place during a previous Executive Board meeting or a Executive Board conference call, no less than two business days of discussion will be allowed.
 2. On a new motion, no less than four business days will be allowed and must include at least one business day in two different weeks.

Change C to B and correct terminology from Chair to President and Board of Trustees or Board to Executive Board to follow terminology used by BITE in this entire article.

- B.** Voting
- 1-4. Change all instances of the word "Chair" to President and the word "Board of Trustees" or "Board" to Executive Board

Correct the typo on 4 b from on to one

- b. When a majority of the Executive Board members have not voted by the established deadlines, one of the following steps will be completed.

Change D to C and correct the typo on #2 from e0-mail to email.

- C.** Board members may appeal the result of the vote if the President incorrectly stated their vote.
2. The President must respond within two business days after receiving the appeal and include the following in the e-mail to the Executive Board members:

Add a new Article XIII. Finance to clarify the treasurer responsibilities

ARTICLE XIII. FINANCE

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

Add a new article XIV. Bylaw Corrections to make it easier to correct typos as they are found in the bylaws

ARTICLE XIV. BYLAW CORRECTIONS

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