Constitution & By-Laws

Northeast Business Deans’ Association

**I.**         **NAME.** The name ofthis Association shall be the Northeast Business Deans’ Association (NEBDA).

**II.**         **PURPOSE.**  The objective of this Association is to promote and improve collegiate education for business. This Association primarily serves members within the jurisdiction of the New England Association of Schools and Colleges (NEASC) and other select regions.

**III.MEMBERSHIP.** Membership in the Association is Open to institutions which:

* are accredited by the NEASC or other appropriate regional accrediting body, and
* offer graduate or four-year undergraduate degrees through colleges, schools or departments of business or management.

A fee, determined annually by the Executive Committee, is to accompany the application of new members.

**IV.       DUES.** The members of the Executive Committee shall determine the annual membership dues.

**V.        VOTING RIGHTS.**Each member institution shall have one vote on all matters which come before the Association.

**VI.       MEETINGS.** The Association shall hold an annual meeting at dates and places as the Executive Committee may determine; additional special meetings may he called by the Executive Committee as circumstances demand.

**VII.     OFFICERS.** The officers of the Association shall be President, First Vice President and Program Chair, Second Vice President, Treasurer, Secretary, Issues Chair, Communications Chair, Canadian Representative, MBA Representative, Undergraduate Program Representative, and Immediate Past President. The five primary officers (president, two vice presidents, treasurer and secretary) and the immediate Past President shall constitute the Executive Committee. This Committee shall consist of six persons with the following titles and responsibilities as noted:

President
First Vice President and Program Chair
Second Vice President
Secretary

Treasurer
Immediate Past President and Chair of Nominating Committee

The Executive Committee shall have the power to conduct the affairs of the Association in accordance with the provision of this Constitution and of any special votes of the Association. The Executive Committee shall have the power to create ad hoc committees as needs arise and to recommend standing committees for membership approval.

The members of the Executive Committee shall be elected annually by a majority of the membership present at the Annual Business Meeting to hold office until their successors are elected. However, the Secretary and Treasurer shall each be elected for a three-year term. Whenever the office of President, First- or Second-Vice President, Secretary or Treasurer becomes vacant, the Executive Committee shall fill the same by temporary appointments pending the election of permanent successors at the next meeting.

The Issues Chair shall execute a survey of members, at least annually, to determine the most relevant issues to the membership. The information will be shared with the executive committee and factor into the planning for the annual program. The Communications Chair shall be in charge of the association’s website and other general communication with the membership throughout the year on behalf of the association’s leadership.

**VIII.    AUTONOMY OF MEMBERS.**  No act of the Association shall be held to control the policy or action of any member institution.

**IX.       AMENDMENTS.**  This constitution may be changed at any regular or special meeting. No change shall be effective unless approved by two-thirds of the member institutions present at the meeting. No motion for an amendment shall be considered unless a copy of such proposed amendment has been filed with the Secretary/ at least forty days before the meeting and a copy thereof sent forthwith by the Secretary to each member institution.

**NORTHEAST BUSINESS DEANS’ ASSOCIATION BY-LAWS**

1.         The First Vice President shall have the responsibility for preparing the program for the Annual Meeting and shall be assisted by the representative of the host institution.

2.         A registration fee shall be required of each person attending the Annual Meeting of the Association. The fee shall be fixed by the host institution in consultation with the President of the Association and shall be used to cover expenses of the meeting including scheduled meals and overhead items such as printing, mailing, etc.

3.         The Nominating Committee shall be comprised of four members:

* The Immediate Past President is Chair. He/she is also a member of the Executive Committee
* The Secretary
* Two Other Past Presidents.

The Nominating Committee meets as appropriate during the year.  The Chair at its fall meeting presents nominations to the Executive Committee. Nominations are presented to the whole membership for approval at the Annual Business Meeting.

4.         Annual Meetings shall be open to all members and other interested parties.

5.         Applicants for admission to the Association shall be required to submit credentials to the Secretary who will present the application and supporting documentation to the Executive Committee at its next meeting.

6.         The fiscal year shall commence on July 1st and terminate the following June 30th. The Treasurer shall bill members for annual dues once each fiscal year.

7.         Newly elected Association members by their payment of an application fee will be considered to have paid their annual dues for their first year of membership.