

OKLAHOMA ASSOCIATION OF BUSINESS, MARKETING & INFORMATION TECHNOLOGY



**Business, Marketing and Information
Technology Education**

REVISED May 2025

<u>TABLE OF CONTENTS</u>	<u>PAGE</u>
<u>Article I. Name</u>	3
<u>Article II. Purpose</u>	3
<u>Article III. Membership</u>	3
<u>Article IV. Officers</u>	4
<u>Article V. Election of Officers</u>	6
<u>Article VI. Officer Vacancies and Removal</u>	6
<u>Article VII. Committees</u>	7
<u>Article VIII. Executive Board</u>	7
<u>Article IX. Committees</u>	8
<u>Article X. Electronic Voting</u>	10
<u>Article XI. Finance</u>	11
<u>Article XII. BMITE Dean Denton Scholarship</u>	12
<u>Article XIII. Finance</u>	13
<u>Article XIV. Dean Denton Scholarship</u>	13
<u>Article XV. Bylaw Corrections</u>	13
<u>Appendix A. Travel Expense Reimbursement Form</u>	14
<u>Appendix B. Divisional Awards</u>	16

ARTICLE I. NAME

This organization's name shall be Business, Marketing, and Information Technology Education, a Division of OkACTE. However, the letters “BMITE” may be officially used to designate the organization. The organization may adopt a new official name by a two-thirds vote of membership at any annual meeting.

ARTICLE II. PURPOSE

The purposes of BMITE shall be:

- A. To increase the effectiveness of BMITE programs throughout the state and nation and encourage greater regional and national involvement.
- B. Promote and expand participation in Business Professionals of America (BPA) and DECA.
- C. Encourage and support collaboration among BMITE educators at all educational levels.
- D. Cooperate with and support OkACTE through affiliate membership.
- E. Inspire students to pursue careers in BMITE-related fields.

ARTICLE III. MEMBERSHIP

A. Eligibility

- 1. All individuals interested in BMITE, including teachers, coordinators, OkACTE members, and administrators, are eligible for membership.
- 2. The membership year will be from July 1 to June 30.
- 3. BMITE and OkACTE dues will be collected annually by OkACTE and then deposited into the BMITE account.
- 4. Members who have paid BMITE and OkACTE dues for the current year and have no outstanding debts to the division are considered good-standing members.
- 5. Only BMITE and OkACTE paid members in good standing, as defined by the bylaws, shall be entitled to vote, hold office, or otherwise enjoy the division's privileges.

ARTICLE IV. OFFICERS

It is the responsibility of every officer to invite their New Teacher Mentee to the Executive Council and the Advisory Committee meetings in the fall and spring. Officers shall explain the duties of their office and encourage their new division members to become actively involved within the division.

A. Composition and Election

Officers shall consist of the following positions and shall be elected by the membership.

1. President

- A. The President shall serve a term of two years.
- B. The President will preside over all meetings, appoint committees as necessary to lead the organization, and serve on the BMITE Executive Board.
- C. The President will serve on the Career Tech Administrative Council (CTAC).
- D. The President shall serve as the Voting Delegate, representing the BMITE Division at the National ACTE Conference. If the President is unable to attend, the President-Elect shall assume the role of Voting Delegate.

2. President-Elect

- A. The President-Elect shall serve a term of two years.
- B. The President-Elect shall serve on the BMITE Executive Board.
- C. The President-Elect shall chair the BMITE Nominating Committee and attend the National Policy Seminar.
- D. If the President-Elect is unable to attend the National Policy Seminar, the President may appoint a replacement from the BMITE Executive Board.

3. Secretary

- A. The Secretary shall serve for a term of two years.
- B. The Secretary shall keep a full and accurate record of the meetings of the organization and carry out any necessary correspondence.
- C. The Secretary shall distribute meeting minutes within two weeks of each meeting, either via email or by uploading them to an appropriate electronic file location.
- D. The Secretary shall serve on the BMITE Executive Board.

4. Treasurer

- A. The Treasurer shall serve for a term of two years.
- B. The Treasurer shall maintain accurate records of all financial transactions and receipts.
- C. The Treasurer will receive membership dues statements from OkACTE and ensure that funds are correctly deposited.
- D. The Treasurer shall be responsible for filing taxes and for managing all matters involving the Internal Revenue Service (IRS), including but not limited to, reporting requirements, filings, and maintaining the organization's compliance with applicable federal tax regulations.
- E. The Treasurer shall serve on the BMITE Executive Board.

5. Reporter

- A. The Reporter shall serve for a term of two years.
- B. The Reporter shall be responsible for updating and maintaining the Division website, the link from BMITE to OkACTE, and all social media.
- C. The Reporter shall be responsible for submitting articles to other publications, as requested.
- D. The Reporter shall be responsible for the BMITE webpage linked from OkACTE
- E. The reporter shall serve on the BMITE Executive Board.

6. Administrative Council Representative

- A. The Administrative Council (CTAC) Representative shall serve for a term of three years per the rotation system defined in the OkACTE operating policies.
- B. The CTAC Representative will represent the BMITE division at all Career Tech Administrative Council meetings and report relevant information to the Board and membership as necessary.

7. Past President

- A. The Past President shall serve a term of two years in an advisory capacity.
- B. The Past President shall collect and compile historical information to be passed on to the incoming Past President every two years, ensuring that BMITE history is preserved year to year.

ARTICLE V. ELECTION OF OFFICERS

A. Eligibility

1. All active members shall be eligible to run for office except for the State Program Administrator, State Program Specialist, BPA State Advisor, DECA State Advisor, and local administrators

B. Nominating Committee

1. The President-Elect shall chair the Nominating Committee.
2. The nominating committee shall be composed of the Executive Board.
3. The nomination period will be from March 15th to April 15th, with the election taking place before May 15th.
4. The Nominating Committee Chair will email the membership a nomination form (Appendix C) listing the open positions along with an explanation of how to nominate.
5. Once nominations are complete, the Committee Chair will email the membership a voting form (Appendix D) that includes all eligible nominees and instructions on how to cast vote.
6. The Committee Chair shall report the selected nominee to the membership based on a simple majority.
7. The nominating committees shall attempt to have at least two candidates for each open position.

ARTICLE VI. OFFICER VACANCIES AND REMOVAL

- A. Should the office of the President become vacant during the term of office, the President-Elect shall become President for the remainder of the term
- B. For any other vacancy, the Executive Board shall appoint a successor by a simple majority vote until an election can be held.
- C. Should an elected officer be unable to perform 80% of their duties as assigned and determined by the Executive Committee, the Executive Committee may make a recommendation to appoint a replacement until the next election cycle.

ARTICLE VII. REGIONAL VICE PRESIDENTS

A. Election of Regional Vice Presidents

1. Regional Vice Presidents shall be elected from each of the four BMITE School regions. (Region 1, Region 2, Region 3, and Region 4).
2. Regional Vice Presidents shall consist of one middle/high school representative and one technology center representative from their respective region.
3. The election of Regional Vice Presidents will be voted upon by the members of each region. If there are no candidates for Regional Vice President, appointments will be made by the BMITE President to fill the vacancy.
4. The Regional Vice Presidents will serve a two-year alternating term. The Northwest, North Central, and Northeast Region 1 and 2 Regional Vice Presidents will be elected in even-numbered years, and the Southwest, South Central, and Southeast Region 3 and 4 Regional Vice Presidents will be elected in odd-numbered years.

B. Duties of Regional Vice Presidents

1. Regional Vice Presidents shall serve as liaisons to facilitate communication among BMITE members, the Executive Board, and the Oklahoma Department of Career Technology and Education.
2. Regional Vice Presidents shall serve on the BMITE Executive Board.
3. Regional Vice Presidents shall nominate two candidates from their region to run for the position of Regional Vice President when the term expires.

ARTICLE VIII. EXECUTIVE BOARD

A. Membership of the Executive Board

1. The Executive Board shall consist of the President, Regional Vice Presidents, President-Elect, Secretary, Treasurer, Reporter, Past President, and the CTAC Representative.

B. Purpose and the Responsibilities of the Executive Board

1. The Executive Board shall constitute the administrative body of BMITE and shall carry out all the activities necessary for the successful operation of the association.
2. The Executive Board shall meet at least twice a year:
 - a. Once during the fall and once before the Oklahoma Summit
 - b. At the call of the President
 - c. Upon written request of a majority of the Executive Board.

ARTICLE IX. COMMITTEES

A. Standing Committees

1. All members of standing committees must be active members of BMITE.
2. Chairpersons of standing committees and representatives shall be appointed by the President, except for the Nominating Committee, which will be chaired by the President-Elect.

B. Nominating Committee

1. The Nominating Chair shall be the President-Elect and server a term of two years.
2. The Committee Chair shall issue a call for nominations to the membership describing the awards and the requirements for each award.
3. Committee members shall make every effort to ensure each award has at least three candidates.
4. Committee members shall ensure all candidates fit the criteria of the award.
5. The Committee Chair will forward approved candidates to the Awards Chair for Award selection.

C. Awards Committee

1. The Chair of the Awards Committee will serve for a three-year term and be appointed by the President.
2. Shall be comprised of the OkACTE Awards Chair, a Past President, a previous award recipient, and two BMITE members approved by the Awards Committee.
3. Will review all nominations for BMITE and OkACTE Awards to ensure award requirements are met.
4. Will choose the best candidate for the award.
5. Will provide recognition awards to be made in five-year increments of service in BMITE and will be awarded at Oklahoma Summit.
6. Will be responsible for retiree awards and any other special awards given by the membership.
7. If a member of the Awards Committee has been nominated for an award, the committee member relinquishes his/her duties on this committee until the awards have been determined.

D. Policy Committee

1. The Chair of the Policy Committee will serve for a 3-year term and be appointed by the President.
2. Annually review the BMITE and OkACTE bylaws and policies to ensure they are consistent with OkACTE and National ACTE.
3. Make recommendations and changes to the Executive Board for any revisions in the BMITE Bylaws.
4. Prepare bylaw amendments and send to the BMITE President at least 30 days before the voting deadline.

E. Membership Committee

1. The Chair of the Membership Committee will serve for a 3-year term and be appointed by the President.
2. Committee members shall consist of all Regional Vice Presidents.
3. Committee members shall distribute BMITE information to all new members.
4. Committee members should attend New Teacher Conference, if permissible.
5. Recognize and publicize the achievements and contributions of BMITE members.

F. Legislative Committee

1. The Chair of the Legislative Committee will serve for a 3-year term and be appointed by the BMITE President.
2. Committee members will be appointed by the Committee Chair.
3. Committee members will inform BMITE members of legislative activities.
4. Committee members will network with all regions and promote PAC.
5. Committee members will conduct at least one educational event (workshop, video, training, etc.) to educate BMITE members on how to become politically active.
6. The PAC Representative will serve on the Legislative Committee.

G. Kaleidoscope Committee

1. The Chair of the Kaleidoscope Committee will serve for a 3-year term and be appointed by the President.
2. Committee members will be appointed by the Committee Chair.
3. Committee members will represent BMITE at the OkACTE level.
4. Report to BMITE membership at Oklahoma Summit.

H. Mutual Benevolent Plan (MBP) Representative

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

I. Scholarship Committee

1. The Scholarship Committee will serve for a 3-year term and the Chair shall be appointed by the President.
2. The Scholarship Committee will review and screen the scholarship applications.
3. The Scholarship Committee will award up to three \$500.00 scholarships, depending on the availability of the funds as determined by the Executive Board at the spring board meeting.
4. The Scholarship Committee shall recognize the scholarship winners at Oklahoma Summit and present them with their checks. If a winner is unable to attend, the check will be mailed directly to the student by the Treasurer.
5. The deadline for the scholarship is as defined by the date on the scholarship application.

J. Audit Review Committee

1. The Audit Review Committee will serve for a 3-year term and the Chair shall be appointed by the President.
2. The Audit Review Committee will be composed of four BMITE representatives appointed by the Chair. Appointed representatives shall have financial expertise or experience.
3. The Audit Review Committee shall perform an audit of the accounts of the association and report its findings to the Executive Board and the membership during the summer conference.

K. Special Committees

1. Special committees shall be appointed by the President to implement the work of BMITE when necessary and do not require membership approval. However, if the committee stands in place longer than any part of two years, it will become a Standing Committee and must be added to the bylaws by vote of the membership.

ARTICLE X. ELECTRONIC VOTING

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

- A. The board President or acting President may call for an e-mail vote if two additional Executive Committee members, other than themselves, agree that a vote is required. The person calling for the vote (hereafter referred to as President) must include the following in the e-mail message:
 - 1. List the motion(s). If there is more than one motion in an e-mail vote, the motions should be numbered #1, #2, and so forth.
 - 2. The President may include a paragraph or two describing the motion(s).
 - 3. Give the timetable for discussion of the motion(s) identifying the exact ending date and time that discussion will conclude.
 - 4. Give the timetable for voting identifying the exact ending date and time that voting will conclude.
 - 5. Give directions on how to vote. When there is more than one item being voted on, indicate if each item is to be voted separately, as complete block or what is blocked together.
 - 6. List the other two Executive Committee members that agreed that a vote is required.
- B. Executive Board members may appeal the result of the vote if the President incorrectly stated their vote.
 - 1. An Executive Board member will have two business days after the result has been announced to send to all Executive Board members an e-mail message indicating that their vote was incorrectly stated.
 - 2. The President must respond within two business days after receiving the appeal and include the following in the e-mail to the Executive Board members:
 - a. Indicate if the vote was correctly stated or not and forward a copy of the member's original e-mail vote.
 - b. The President must restate the result of the vote in the updated summary message.

ARTICLE XI. FINANCE

- A. The Treasurer may only approve expenditures for funds that have been designated in the approved budget. Any other expense needs to be added to the budget and requires approval of the Executive Board.
- B. The fiscal year is designated as July 1 to June 30.

- C. All BMITE debts shall be paid by check, either written or electronic, or by debit card. Written checks and receipts must bear the signature of one of the following:
 - 1. President
 - 2. Treasurer
- D. Travel expenses should be submitted to Treasurer as soon as possible utilizing the travel expense form in Appendix A
 - 1. The President shall have a \$5000 budget set aside to attend OkACTE professional development opportunities per fiscal year. Receipts for any refunded expense, except meals which are per diem, must be submitted.
 - 2. The President-elect shall have \$5000 budget set aside to attend OkACTE professional development opportunities per fiscal year. Receipts for any refunded expense except meals which are per diem, must be submitted.
- E. The Treasurer may spend \$50 per fiscal year on mailing supplies pertaining to bill payment, taxes, and legal filings without Board approval. Receipts must be submitted.
- F. The Treasurer shall prepare documents for the OkACTE audit that takes place annually in the Spring.
- G. The Treasurer will balance the BMITE account each month and send a report to both the BMITE President and the BMITE State Director each month of the reconciliation.
- H. The Treasurer will submit tax returns as required by the IRS, as well as any other filings about the legality of the organization
- I. Expenses, except for the \$50 allocation for mailing materials specified above, must be approved by a vote of the Executive Board
- J. At the end of each fiscal year, the budget shall be posted on the BMITE website.

ARTICLE XII. BMITE DEAN DENTON SCHOLARSHIP

- A. BMITE will award two students \$500 each to continue their education in a BMITE related field. Checks will be written to each student.
- B. Students will be selected by the Scholarship Committee.
Students will receive their check and be recognized at Oklahoma Summit

ARTICLE XIII. AMENDMENTS

A. Amendment to the Bylaws

1. The bylaws may be amended by a majority vote of members present at any regular meeting or through an electronic vote.
2. Amendments must be submitted and presented to the membership in writing at least 30 days prior to June 1 or at Oklahoma Summit.

ARTICLE XI. PARLIAMENTARY AUTHORITY

A. Parliamentary Authority

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

ARTICLE XV. 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.

Appendix A – Travel Reimbursement

BMITE Reimbursement

Purpose: _____	
Date #: _____	
Name: _____	Title: _____
School: _____	

Date	Description	Air & Trans.	Lodging	Mileage	Conf Fee	Meals	Other	Total
				0.00		0.00		-
		0.00	0.00	0.00	0.00	0.00	0.00	-
Subtotal								\$ -

Itemized Expenses or Description for "Other"

Date	Description	Amount

Total Reimbursement \$ -

* Don't forget to attach receipts *

Signed: _____ Date _____

BMITE Meal Reimbursement							
Claimant's Name							
Meals & Incidental (M&IE)							
Allowed Expense							
Standard	\$68	San Diego, LA, Phoenix				\$86	
OKC, Kansas City, Dallas	\$80	Chicago, Washington D.C.				\$92	
for other locations please click on this link: Domestic Per Diem Rates							
Reimbursement Allowance for Per Diem							
Meals and Incidental Expense (M&IE) Breakdown							
M&IE Allowed	\$68	\$74	\$80	\$86	\$92		
Breakfast	\$16	\$18	\$20	\$22	\$23		
Lunch	\$20	\$21	\$23	\$24	\$27		
Dinner	\$32	\$35	\$37	\$40	\$42		
Total	\$68	\$74	\$80	\$86	\$92		
ITEMIZED MEAL COST - CLAIMANT PAID							
	MON	TUES	WED	THURS	FRI	SAT	SUN
DATE							
Breakfast							
Lunch							
Dinner							
TOTALS	0	0	0	0	0	0	0
TOTAL CLAIMANT PAID MEAL COST							\$ -
All values will be determined by the Domestic Per Diem Rates for Meals and Incentals							

Appendix B – Divisional Awards

A. BMITE Teacher of the Year

1. Currently employed as a full-time classroom teacher in a CareerTech, business, marketing and information technology education program
2. Completed at least five years teaching experience in a CareerTech program.
3. Served in some capacity on a local, state, regional and/or national level, such as division officer, program participant, or active member of a state committee.
4. Award nominees must submit an application online at the by the established deadline.

B. BMITE Postsecondary Teacher of the Year

1. Currently employed as a full-time post-secondary classroom teacher in a CareerTech, business, marketing, and information technology education program.
2. Completed at least five years teaching experience in a CareerTech program.
3. Served in some capacity on a local, state, regional and/or national level, such as division officer, program participant, or active member of a state committee.
4. Award nominees must submit an application online at the [ACTE Awards Portal](#) by the established deadline.

C. BMITE New Teacher of the Year

1. Currently employed as a full-time classroom teacher in a CareerTech, business, marketing and information technology education program.
2. Completed at least the past three years of teaching experience in a CareerTech program, but not more than five years (applicant may be in their sixth year of teaching at time of application) and new to the teaching profession in CareerTech education.
3. Award nominees must submit an application online at the [ACTE Awards Portal](#) by the established deadline.

G. BMITE/OkACTE Awards

1. For all other impact awards, please visit the [ACTE Awards Portal](#).