



## Bylaws

Revised April 16, 2016

### Article I: Name and Mission

**Section 1. Name.** The name of this organization shall be the Broadcast Education Association (BEA).

**Section 2. Mission.** BEA is the premier international academic media organization, driving insights, excellence in media production, and career advancement for educators, students, and professionals. The Association's publications, annual convention, web-based programs, and regional district activities provide opportunities for juried production competition and presentation of current scholarly research related to aspects of the electronic media. BEA serves as a forum for exposition, analysis and debate of issues of social importance to develop members' awareness and sensitivity to these issues and to their ramifications, which will help members develop as more thoughtful practitioners.

### Article II: Membership

**Section 1. Membership Classification.** There shall be eight classes of membership in the Association.

- A) Institutional Academic Membership. Members in this class shall consist of colleges and/or universities that offer undergraduate and/or graduate electronic media courses and curricula.
- B) Individual Academic Membership. Members in this class shall consist of current or retired educators, at academic institutions, with active interests in electronic media and other individuals at multimedia enterprises related to teaching, research and creative endeavors.
- C) Student Membership. Members in this class shall consist of full-time undergraduate or graduate students with an active interest in electronic media or other multimedia enterprises related to research and creative endeavors. Full-time undergraduate

students, enrolled at a BEA Member Institution, may become a Student Member at no cost.

- D) Corporate Associate Membership. Members in this class shall consist of radio and television stations, group owners, manufacturers, vendors, associations and other companies or organizations with an interest in electronic media education, research and creative endeavors.
- E) Individual Associate Membership. Members in this class shall consist of individuals at radio and television stations, group owners, manufacturers, vendors, associations and other companies or organizations, who are interested in electronic media education, research and creative endeavors.
- F) State Broadcast Association Membership. Members in this class shall consist of state or other local associations of broadcasters. State Broadcast Association membership is complimentary.
- G) Emeritus Membership. Members in this class shall consist of any retired individual member over the age of 65.
- H) Honorary Life Membership. Members in this class shall consist of retired BEA individual members, who have given long- time service to the Association. This membership category provides for a waiver of dues for the lifetime of the individual. An Association Board Director must submit to the Association office the nomination of such person(s) in writing thirty days prior to the spring or fall BEA Board meeting. The nomination shall state the type, length, and quality of service of the nominee. The Board shall vote on the nomination at the Board meeting. Distinguished Education Service Award winners automatically will receive an Honorary Life Membership.

**Section 2. Membership Dues.** Membership dues shall be set by the Board and are payable by January 1st of the year to which they apply.

**Section 3: Member Voting Eligibility.** Only individual Academic members in good standing are permitted to vote on Association business matters such as those conducted through district elections, district business meetings, and interest division meetings.

**Article III:  
Board of Directors**

**Section 1. Board of Directors.** The Board of Directors of the Association (Board) shall consist of no fewer than fourteen and no more than seventeen members, all in good standing. The Board shall set and may revise the distribution of seats among the membership.

**Section 2. Executive Committee.** There shall be an Executive Committee of the Board consisting of five Executive Officers. The Executive Director shall serve as a non-voting *ex-officio* member of the Executive Committee except when his/her evaluation is being discussed.

**Section 3. Executive Director.** An Executive Director shall be appointed by the President with the approval of the Board. The Executive Director shall report to the Executive Committee of the Board.

**Section 4. Board Powers.** The Board shall have the authority to manage, operate, and direct the affairs of the Association and shall report its activities to the Association at the annual convention.

**Section 5. Board Elections.** Any person nominated for the Board shall be an individual BEA member in good standing or a full-time media professional at both the time of their nomination and their election to the Board and shall have given their prior consent to nomination and willingness to serve.

Association Board Directors are elected for two-year terms. No Board member is permitted to serve more than eight consecutive years on the Board. Association Board Director terms shall usually commence at the spring Board meeting.

**Section 6. Election and Appointment of the Industry Professional Directors.** Industry Professional Directors are eligible for re-election for up to four consecutive two-year terms.

- A) **Nominee Qualifications.** Nominee must be a full-time electronic media professional. Recent retirees are eligible for consideration or re-election.
- B) **Nomination.** BEA Board members and the Executive Director may nominate an industry professional for election to the Board.
- C) **Vote.** Nominees for the next year of service shall be offered to the Board no later than 20 days prior to the fall Board meeting. Election requires a simple majority vote of the Board. Absentee Board members may submit their vote electronically to the

Immediate Past President or Secretary-Treasurer at the time of the vote.

**Section 7. Election and Appointment of Academic Directors.**

Academic Directors shall be elected by the membership within their geographic districts or individual constituencies and are eligible for re-election for up to two consecutive two-year terms, unless they become an Executive Officer. Six Academic Directors serve as district representatives—one for each geographic district in the U.S. Three Academic Directors serve as constituency representatives: one for all two-year schools, one for all international programs, and one for all interest divisions (see Section 8 for the election and appointment of the Interest Division Representative).

- A) Nominee Qualifications. Nominee must be a current full-time college/university faculty member or administrator in the electronic media discipline.
- B) Nomination and Vote. The nomination and voting procedures for Academic Directors are described in the Board Policy Handbook.
- C) In the event an Academic Director is elected an executive officer of the Board, he or she is no longer eligible for district or constituency re-election but may complete her or his current term.

**Section 8. Election and Appointment of the Interest Division**

**Representative.** One Director shall be elected by the BEA Interest Division Chairs to serve as the Interest Division Representative (IDR). The IDR is eligible for re-election for up to two consecutive two-year terms, unless they become an executive officer.

- A) Nominee Qualifications. Nominee must be a current full-time college/university faculty member or administrator in the electronic media discipline and past-chair of a BEA interest division.
- B) Nomination and Vote. The nomination and voting procedures for the IDR are described in the Board Policy Handbook.
- C) In the event the IDR is elected an executive officer of the Board, he or she is no longer eligible for re-election as the IDR but may complete her or his current term.

**Section 9. Ex-Officio Directors.** The Publications Committee Chair, Festival Committee Chair, and Research Committee Chair shall serve as non-voting *ex-officio* members of the Board.

**Section 10. Director Vacancies.** In the event of a Director vacancy, the Executive Committee of the Board shall appoint a successor. The appointee shall serve until a new Board member is elected to fill the previously vacated position for the remainder or unexpired portion of the term.

**Section 11. Board Policy Handbook.** The Board Policy Handbook shall contain policies and procedures related to the management and operation of the Association. Proposals to amend the Board Policy Handbook shall be submitted, in writing, to the Secretary-Treasurer. The Board Policy Handbook may be amended by a unanimous vote of the Executive Committee or by a two-thirds vote of the members of the Board.

**Article IV:  
Executive Officers**

**Section 1. Executive Officer Positions.** The Executive Officers shall be the President, the Vice President for Academic Relations, the Vice President for Industry Relations, the Secretary-Treasurer, and the Immediate Past President. These five officers shall form the Association's Executive Committee.

**Section 2. Executive Officer Terms.** The term of office for Executive Officers shall be one year, except for the Vice President for Industry Relations, who is eligible for re-election for up to four consecutive one-year terms.

**Section 3. Executive Officer Elections.** The procedures for nominating and electing Executive Officers are as follows:

A. Nominee Qualifications. Nominee must be a current Board member who will have completed one two-year term on the Board before assuming a position on the Executive Committee and be either a full-time faculty member at a college or university in an electronic media discipline or a full time electronic media professional.

B. Nomination. Prior to the fall Board meeting, the Immediate Past President shall solicit nominations from other Board members for Executive Committee elections, including self-nominations.

Nominations from the floor shall also be accepted at the fall Board meeting.

Any current member of the Board who meets the qualifications may be nominated for any of the elective positions on the Executive Committee. Academic Directors of the Board are typically nominated to serve as President, Vice President for Academic Relations, and Secretary-Treasurer. If an electronic media professional has a commitment to media education, financial resources, and time, he or she may be nominated for President or Secretary-Treasurer. A nominee for Vice President for Industry Relations must be an electronic media professional. Standard practice is for the Vice President for Academic Relations to be the nominee for President and the Secretary-Treasurer to be the nominee for Vice President for Academic Relations.

C. Vote. Election to Executive Committee requires a simple majority vote of the Board. The Board shall approve the slate of Executive Officer nominees prior to a paper ballot vote. Absentee Board members may submit their vote electronically to the Immediate Past President or Secretary-Treasurer at the time of the vote. In the event of a tie, a second vote shall be taken. If the second vote results in a tie, the Executive Committee will vote to decide the winner.

D. Length of Service as Officer. No individual is permitted to serve more than four consecutive years as an Executive Officer of the Board.

**Section 4. Executive Officer Vacancies.** In the event of a vacancy of an Executive Officer, the Immediate Past President shall be notified and begin the election process.

**Section 5. Executive Officer Duties.** Executive Officers shall perform the duties pertaining to their office. Specific responsibilities are detailed below.

A. President. The President is the chairperson of the Board. He or she is responsible for:

- An annual written review of the performance of the Association's central office and the Executive Director, with the assistance of the Board.
- Preparing Board agendas.

- Overseeing the appointment of Board committees, committee members and their responsibilities to the BEA Board of Directors.
- Overseeing Board Member duties and responsibilities.

B. Vice President for Academic Relations. If the President is unable to continue his or her duties, the Vice President for Academic Relations shall assume the President's responsibilities. In addition, this person is responsible for:

- Serving the particular needs of individual and institutional members.
- Working with the districts and interest divisions, as needed by the Board representatives whose constituency might need assistance.
- Assisting with orientation of new Board members and new BEA members during convention activities.

C. Vice President for Industry Relations. The Vice President for Industry Relations is responsible for:

- Serving the particular needs of the Associate and Corporate members.
- Acting as liaison with professional organizations.
- Assisting and guiding fundraising efforts in the private sector.
- Helping develop partnerships with the private sector.

D. Secretary-Treasurer. The Secretary-Treasurer is responsible for the financial oversight of the Association. The Secretary-Treasurer is also responsible for:

- Taking, revising, and distributing (within 45 days) the minutes of all Association Board meetings.
- Reviewing the semi-annual budget reports with the BEA Executive Director to prepare reports for the Board.
- Serving as Chair of the Finance Committee.
- Overseeing, with Executive Director, all aspects of the nomination and election process for Academic and Industry Professional Directors.

E) Immediate Past President. The Immediate Past President facilitates the transition of Executive Officers. In addition, the Immediate Past President is responsible for:

- Overseeing all aspects of the nomination and election process for Executive Officers.
- Advising the incoming President of carry-over issues that need action.
- Serving the President in other capacities as needed.

**Article V:  
Board Meetings**

**Section 1. Board Meetings.** The Board shall meet at least twice per year. A regular meeting of the Board shall take place within one week of the annual convention. A second meeting shall take place approximately six months following the annual convention. A meeting of the Board may be called at any time by the unanimous consent of the officers or upon the request of three-fifths of the membership of the Board.

**Section 2. Executive Committee Meetings.** Meetings of the Executive Committee may be called at any time by the President.

**Section 3. Electronic Meetings.** Meetings of the Board and Executive Committee may be conducted electronically (via conference call, video/web chat, etc.) at the discretion of the Board President.

**Section 4. Electronic Voting.** Electronic Voting shall be allowed in all Board and Executive Committee meetings at the discretion of the Board President.

**Section 5. Parliamentary Procedure.** Board meetings and decisions shall be guided by the latest edition of Robert's Rules of Order on all points not expressly provided for in these Bylaws.

**Section 6. Quorum.** A majority of the Board shall constitute a quorum for the transaction of Association business.

**Article VI:  
Board Committees  
and Publications  
Editors**

**Section 1. Long-term and Limited-term Board Committees.** There shall be two types of Board committees: Standing Committees and President-Appointed Committees.



**Section 2. Standing Committees.** A Standing Committee has a continuous long-term scope and mission and operates perpetually in service to the Board and the Association for as long as the Board deems necessary.

- A) Standing Committee Formation and Dissolution. The Board shall approve the formation or dissolution of a Standing Committee by a majority vote of its members.
- B) Appointment of Standing Committee Chairs. The President shall appoint a chairperson for each Standing Committee to serve a three-year renewable term. Standing Committee chairs may serve no more than two consecutive three-year terms. The Board may remove a Standing Committee chair who fails to exercise properly the duties and responsibilities of his or her office.
- C) Expectations of Standing Committee Chairs. Standing Committee chairs are expected to maintain membership in BEA, attend the annual convention, submit reports to the Board in a timely manner and as requested and participate fully in meetings and functions of their respective committees.

**Section 3. President-Appointed Committees.**

The President may appoint special committees or task forces as needed. President-Appointed Committees usually have a focused charge or scope and typically operate for a limited term of one or two years before disbanding or being reconstituted. The President shall appoint the chairperson for each committee and shall serve as a non-voting *ex-officio* member of the committee. The usual term for a President-Appointed Committee chair coincides with the term of the Board President who appointed him or her. In most cases, it will be a term of one year but may be renewed by the incoming President.

**Section 4. Board Committee Powers and Duties.** Board Committees serve as an agent of the Board and are responsible to, and report to, the President. The President may assign additional duties to any Board committee as required. Board Committee chairs are expected to keep the Board apprised of significant matters and affairs under their purview. All Board committee recommendations are subject to review and approval of the Board.

**Section 5. Publications Editors.** Editors of Association periodical publications shall be appointed by the Board and report to the Publications Committee Chair. Editors are expected to maintain membership in BEA, attend the annual convention, submit reports to the Publications Committee Chair in a timely manner and as requested, and participate fully in meetings and functions of the Publications Committee. The Board may remove an editor, who fails to exercise properly the duties and responsibilities of their office, by a two-thirds majority vote.

**Article VII:  
Interest Divisions**

**Section 1. Interest Divisions.** There shall be Association interest divisions, the memberships of which shall consist of Association individual academic members and individual associate members. The divisions will represent the interests of the Association members.

**Section 2. Formation and Dissolution of Interest Divisions.** The Board shall approve the formation or dissolution of an interest division by a majority vote of its members. Groups of association individual academic and associate members who share teaching and research interests pertinent to the purposes and goals of the Association may petition the Board for recognition as an interest division.

**Section 3: Interest Division Bylaws.** Interest divisions shall adopt bylaws that are written in compliance with the BEA Board bylaws and the Board Policy Handbook. The Interest Division Chair shall submit Interest Division bylaws and proposed bylaws amendments to the IDR, who will verify that they comply with the BEA Board bylaws and the Board Policy Handbook prior to submitting them to the Board for review. The Board shall approve all Interest Division bylaws and amendments by a two-thirds majority vote.

**Section 4. Review of Interest Divisions.** The Association's interest divisions will be represented by the Interest Division Representative (IDR) on the Board. The divisions' reports will be reviewed annually by the Board. All division chairs should consult the Division Guidelines Handbook for complete division rules.

**Section 5. Annual Meeting of Interest Division Chairs.** The membership of the interest divisions shall have a formal means of access to the Association's Board through two annual meetings, convened by the IDR, of the interest division chairs. These meetings,

scheduled before and after the Association's annual convention, shall be forums for discussion of issues and concerns of each interest division and an opportunity for acceptance and consideration of resolutions from the interest divisions to be carried forward to the Board, as well as a time to present convention activities and information. The IDR will act as liaison between the Board and the interest divisions.

Meetings of interest division chairs should also be attended by the Convention Program Chair to elicit the greatest possible input from the interest divisions.

**Article VIII:  
Geographic District  
Configuration**

**Section 1. District Configuration Review.** The Board shall review and approve, or modify and approve, configuration of the six U.S. geographic districts at least every five years.

**Section 2. Notification to Members.** Opinions of Association members on these district configuration matters shall be solicited by notices in the Journal of Media Education (JoME) and/or direct electronic or non-electronic correspondence. Any reconfiguration of districts must attempt to ensure relative parity regarding the total number of academic members in each district.

**Article IX:  
Fiscal Policy**

**Section 1. Fiscal Year.** The fiscal year of the Association shall be from January 1st to December 31st.

**Section 2. Statement of Dues.** Statements of dues shall be sent by the Executive Director to all members.

**Section 3. Unpaid Dues.** Any member whose dues are unpaid, as of February 15th of the current fiscal year shall be dropped from the membership roster and sent a notice of such action immediately. Once dues are paid for the fiscal year, members in question shall be reinstated with full membership privileges.

**Section 4. Accounting of Funds.** The Executive Director and the Secretary-Treasurer of the Board shall keep an accounting of all funds and shall make or authorize proper disbursements upon the order of the President or Executive Committee.

**Section 5. Multiyear Contracts.** The executive committee shall discuss and approve all multiyear contracts and agreements with the Executive Director.

**Section 6. Annual Audit.** At the conclusion of each fiscal year, the Executive Director shall retain the services of an accounting firm to conduct an annual independent audit of the Association's financial records and assets, and assess the financial state of the association.

**Article X:  
Dissolution**

In the event of dissolution of the Association, the assets shall be used exclusively for academic purposes of the type described within the meaning of Section 501(c)3 of the Internal Revenue Code of 1954, in the field of electronic media.

**Article XI:  
Annual Convention**

**Section 1. Time and Place.** The annual convention shall be held at such time and place as shall be designated by the Board.

**Article XII:  
Amendments**

**Section 1. Required Vote.** These Bylaws may be amended by an affirmative vote of two-thirds of the members of the Board present and voting (including by approved electronic means).

**Section 2. Amendment Procedures.** Intent to propose an amendment to the Bylaws and an explanation of the purpose of the amendment must be submitted, in writing, to the Secretary-Treasurer at least thirty days prior to a meeting of the Board. The Secretary-Treasurer through the Executive Director shall submit, in writing, all such proposals to the Board at least twenty days prior to such meeting.