



Bylaws

First Approved: April 10, 1955. Latest Revision: November 5, 2011

**Article I:
Name and
Mission**

Section 1. Name. The name of this organization shall be the Broadcast Education Association.

Section 2. Mission. The Association is an international academic organization that focuses on the electronic media, providing a forum for issues and topics of mutual concern to educators and practitioners, thus to facilitate interaction between academicians and leaders in the industry.

The Association provides a forum for current scholarly research and analysis in all aspects of the electronic media. These areas include regulation, economics, policy, management, news, aesthetics, social effects, production and criticism, among possible others.

The Association focuses on the most current thinking and developments in the electronic media curriculum with emphasis on interaction between the purposes, developments, and practices of the industry and imparting this information to future professionals.

The Association serves as a forum for exposition, analysis and debate of issues of social importance, thus to develop members' awareness and sensitivity to their ramifications, which will ultimately be reflected in ways to help their students to develop as more thoughtful practitioners.

**Article II:
Management**

Section 1. Board of Directors. The Board of Directors of the Association shall consist of no less than fourteen (14) and no more than seventeen (17) members, all in good standing. Directors are elected for two (2) year terms and no director may serve more than two (2) consecutive terms, unless he/she becomes an officer. The board may determine the distribution of seats among the membership from time to time.

Section 2. Powers. The Board of Directors shall have the power to manage, operate, and direct the affairs of the Association and shall report its activities to the Association at the annual convention.

Section 3. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of Association business.

Section 4. Executive Officers. The executive officers shall be the President, the Vice President for Academic Relations, the Vice President for Professional Relations, the Secretary-Treasurer, and the Immediate Past President. These five (5) officers shall form the Association's Executive Committee.

The term of office for executive officers shall be one year, commencing at the Board meeting immediately prior to the annual convention.

The procedures for nominating and electing Executive Committee officers of the Association's Board are as follows:

A). **Nomination.** Any current member of the Board in good standing, may be nominated for any of the elective positions. The Immediate Past President must also entertain self-nominations and recommendations of other Board members.

B). **Officer Categories.** Normally, academic directors will serve as President and Secretary-Treasurer. When an electronic media professional has a commitment to media education, financial resources, and time he or she may be nominated for position as President or Secretary-Treasurer. The Vice President for Professional Relations must be an electronic media professional, and the Vice President for Academic Relations must be an academic. Usually the Vice President for Academic Relations will move up to President and the Secretary/Treasurer will move up to Vice President for Academic Relations. A current board member must have completed a two year

term before they assume a position on the executive committee.

C). Vote. The slate of proposed officers for the next year of service shall be offered to the Board during the fall meeting, along with any nominations from the floor, for approval by a simple majority vote of the Board.

D). Commencement of Service. The officers elected at the fall Board meeting will take office the following spring commencing at the Board meeting immediately prior to the annual convention.

E). Length of Service as Officer. No individual is permitted to serve more than four consecutive years as a member of the Executive Committee of the Board.

F). If there is a vacancy of an Executive Officer, the Immediate Past President shall be notified and begin the election process.

Section 5. Election and appointment of the Electronic Media Industry Professional Directors. Appointments of Industry Professionals are approved by a majority vote by the board of directors. Electronic Media Industry Professional BEA board member shall serve a term of two years and are eligible for re-election for another two-year term.

Section 6. Election and Appointment of Academic Directors. There shall be a specified number of academic Directors and constituency Directors. The Secretary/Treasurer and Executive Director are responsible for all elements of the nomination and election processes of the organization.

Academic members shall be elected by the membership within their geographic districts and other members shall be elected by their individual constituencies. One of these shall be elected by the two-year schools and one shall be elected by the division chairs. Once an academic Board member is elected an 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.

Any person so nominated shall have given her or his prior consent to nomination and willingness to serve as an officer and shall be a member in good standing of the Board at the time of the vote.

Section 7. Geographic District Configuration. The Board of Directors

may, "reconfigure" the geographic academic districts. Opinions of Association members should be solicited by notices in the Journal of Media Education (JoME) and/or direct correspondence. Any such "reconfiguration" of districts must attempt to maintain relative parity regarding the total number of academic members in each district. The districts should be reviewed by the Board at least every five years for possible adjustment.

Section 8. Vacancies on the Board of Directors. The Executive Committee of the Board shall appoint a successor to fill any vacancies and the appointee shall serve until a new Board member is elected to fill the previously vacant position for the remainder or unexpired portion of the term. The Secretary/Treasurer and Executive Director shall be notified immediately and, begin the election process to fill the unexpired term, according to the Board Policy Handbook. Serving out an unexpired term of a former director shall not constitute the term within the meaning of the two-term limitation imposed by earlier sections of this set of Bylaws.

Section 9. Executive Director. An Executive Director shall be appointed by the President, with the approval of the Board of Directors. The Executive Director shall report to the Executive Committee of the Board of Directors.

Section 10. Editors. Editors of Association periodical publications shall be appointed by the Board of Directors.

Section 11. 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 III:
Duties of
Officers**

The Executive Officers shall perform the duties usually pertaining to their office. Specific responsibilities are detailed below.

Section 1. President. The President is the chairperson of the board of directors of the Association. He or she is responsible for:

- A). An annual written review of the performance of the Association's central office and the Executive Director, with the assistance of the Board.
- B). Preparing board agendas.
- C). Oversees appointment of board committees, committee members and their responsibilities to the BEA board of directors.
- D). Oversees Board Member duties and responsibilities

Section 2. Vice President for Academic Relations. If the President is unable to continue his or her duties, the Vice President for Academic Relations assumes the President's responsibilities. In addition, this person will handle:

- A). Serving the particular needs of individual and institutional members.
- B). Work with the districts and interest divisions, as needed by the board representatives whose constituency might need assistance.
- C). Assists with orientation of new board members and new BEA members during convention activities.

Section 3. Vice President for Industry Relations. The Vice President for Industry Relations is responsible for:

- A). Serving the particular needs of the Associate and Corporate members.
- B). Acting as liaison with professional organizations.
- C). Assisting and guiding fundraising efforts in the private sector.
- D). Helps determine outreach to the private sector and what professional organizations are looking for.

Section 4. Secretary-Treasurer. The Secretary-Treasurer is responsible for the financial oversight of the Association. The Secretary-Treasurer is also responsible for:

A). Taking, revising, and distributing (within 45 days) the minutes of all Association Board meetings.

B). Review the semi-annual budget reports with the BEA Executive Director to prepare reports for the board of directors.

C). Serving as Chair of the Finance Committee.

D). Along with the Executive Director, is responsible for all elements of the nomination and election processes of the academic directors.

Section 5. Immediate Past President. The Immediate Past President facilitates officer transition. In addition, the Immediate Past President is responsible for:

A). Serving as chair of the Nominations and Election Committee for the Executive Officers.

B). Advising the incoming President of carry-over issues that need action.

**Article IV:
General Guide**

The Association shall be guided by the latest edition of Robert's Rules of Order at all points not expressly provided for by this Constitution or the Association Bylaws.

Section 1. Meetings. The Board of Directors shall meet at least twice a year. A regular meeting of the Board of Directors shall take place within a week prior to the annual convention. A second meeting shall take place approximately six months later.

A meeting of the Board of Directors 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 of Directors.

Additional board matters may be voted on via email at the discretion of the Board President.

Section 2. Executive Committee. There shall be an Executive Committee of the Board of Directors consisting of the officers, with

the Executive Director serving ex-officio except when her or his evaluation is being discussed.

At least one member of the Executive Committee should be from the electronic media industry and at least one should be an academic.

**Article V:
Committees**

Section 1. Board Committees. There shall be standing board committees, appointed by the incoming BEA Board President. The President of the Board shall appoint the chair of each committee and shall be an ex-officio member of all board committees. The President may also create task forces or special committees as needed. The usual term for committee chairs coincides with the term of the Board President that appointed the committee chair. In most cases, this will be a term of one year.

Section 2. Publications Committee. The BEA Publications Committee is an agent of the Association's Board of Directors and is responsible to and reports to the Board of Directors. The chair of the Publications Committee is an ex-officio member of the Board of Directors.

Section 3. Festival of Media Arts Committee. The BEA Festival Committee is an agent of the Association's Board of Directors and is responsible to and reports to the Board of Directors. The chair of the Festival of Media Arts Committee is an ex-officio member of the Board of Directors.

Section 4. Research Committee. The BEA Research Committee is an agent of the Association's Board of Directors and is responsible to and reports to the Board of Directors. The chair of the Research Committee is an ex-officio member of the Board of Directors.

**Article VI:
Interest
Divisions**

Section 1. Association Divisions. There shall be several Association special interest divisions, whose memberships shall be constituted of Association individual and associate members.

Section 2. Formation of Divisions. Association individual and associate members who share teaching and research interests pertinent to the purposes and goals of the Association may petition the Board of Directors for recognition as an interest division.

Section 3. Review of Divisions. The Association's interest divisions will be represented by the interest division's elected board representative and the division's reports will be reviewed annually by the Board of

Directors. All division chairs should consult the Division Guidelines Handbook for complete division rules.

Section 4. Annual Meeting of Division Chairs. The membership of the interest divisions shall have a formal means of access to the Association's Board of Directors through two meetings of the divisional chairs that is convened by the Interest Division Representative. These meetings, scheduled before and after the Association's annual convention, shall be a forum for discussion of issues and concerns of each division and an opportunity for resolutions from the divisions to be carried forward to the Board as well as a time to present convention activities and information. The division representative to the Board will act as communicator between the Board and the divisions.

The meeting of divisional chairs should also be attended by the Convention Program Chair to elicit the greatest possible input from the divisions.

**Article VII:
Membership**

There shall be eight (8) classes of membership in the Association.

Section 1. Institutional Membership. Institutional membership shall consist of colleges and universities that offer academic programs related to electronic media.

Section 2. Individual Membership. Individual membership shall consist of those people who have an active concern for professional broadcasting and electronic media education as a teacher, administrator, retired faculty member, practitioner or student.

Section 3: Student Membership. Student members shall consist of any person enrolled as an undergraduate or graduate student at a college or university during the calendar year of membership.

Section 4. Individual Associate Membership. Associate membership shall consist of individuals at advertising agencies, broadcast stations, cable firms, equipment manufacturers, networks, syndicators, publishers, consultants and high schools, and other electronic media-related firms and industry professionals.

Section 5. Corporate Associate Membership. Corporate Associate membership shall consist of advertising agencies, broadcast stations or groups, cable firms, equipment manufacturers, networks, syndicators, publishers, consultants, and other electronic media-

related firms, companies or manufacturers.

Section 6: State Broadcast Association Membership. This membership shall consist of state or other local associations of broadcasters, that may have links on the BEA website to their job-posting pages to aid in recruiting. State Broadcast Association membership is complimentary.

Section 7. Honorary Life Membership. Individual retired BEA members, who have given long- time service to the Association, shall be considered for this category. This membership category provides for a waiver of dues for the lifetime of the member. 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 board meeting. The nomination shall state the type, length, and quality of service. The board of directors shall vote on the nominations at the board meeting. Distinguished Education Service Award winners will automatically receive an Honorary Life Membership.

Section 8: Emeritus Membership. This membership shall consist of any retired individual member over the age of 65.

**Article VIII:
Dues**

Section 1. Dues of Educational Institutional Members. Dues of educational institutions payable by January 1st of the year to which they apply, shall be approved by the Board of Directors.

Dues categories shall be as follows:

- Two Year colleges
- BA-granting programs
- MA-granting programs
- Ph.D. granting programs

Section 2. Dues of Individual Members. Dues of individual members payable by January 1st of the year to which they apply, shall be approved by the Board of Directors. Dues categories shall be as follows:

- Individual membership
- Student
- Honorary Life
- Emeritus

Section 3. Dues of Associate Members. Dues of individual and corporate associate members, payable by January 1st of the year to which they apply, shall be approved by the Board of Directors.

Section 4. Interest Divisions. There shall be Association special interest divisions, whose memberships shall consist of Association individuals and associate members. The divisions will represent the interests of the Association members. Individual and Associate Members may select four divisions with their annual membership fee.

Curriculum, Assessment and Administration
Documentary
Gender Issues
History
International
Interactive Media and Emerging Technologies
Law and Policy
Management, Marketing and Programming Division
Multicultural Studies
News
Production Aesthetics & Criticism
Radio & Audio Media
Research
Sports
Student Media Advisors
Two-Year/Small Colleges
Writing

Each Division receives \$500 per year from Association funds. Divisions can request additional proceeds from the board through the Executive Director and the Interest Division Representative on the board.

Members decide disbursement of a division's funds. It is up to each division to determine whether its budget will be used to defray newsletter printing and postage costs, award research paper prizes, hold division socials, or carry out other activities deemed appropriate to achieving the goals of the division.

Each division shall establish its own budget, with accountability to the Association's Executive Director who will oversee allocation of funds and payment of expenditures authorized by divisional officers. If a division becomes inactive, any moneys accumulated in its budget shall revert to the Association's general operating budget.

**Article IX:
Corporate**

Those giving substantial contributions to the Association shall be called Corporate contributors. This class includes but is not limited to

Contribution	advertising agencies, broadcast stations, cable firms, equipment manufacturers, networks, syndicators, publishers, and other electronic media-related firms or non-profit organizations.
Article X: Corporate Contribution Payments	Payments from corporate contributors, payable on an annual basis on the anniversary of the first payment, shall be approved by the Board of Directors.
Article XI: Fiscal Policy	<p>Section 1. Fiscal Policy. The fiscal year of the Association shall be from January 1st to December 31st.</p> <p>Section 2. Statement of Dues. Statements of dues shall be sent by the Executive Director to all members.</p> <p>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 immediately sent a notice. Once dues are paid for the fiscal year, members in question shall be reinstated with full membership privileges.</p> <p>Section 4. Accounting of Funds. The Executive Director and the Secretary-Treasurer of the Board of Directors shall keep an accounting of all funds and shall make or authorize proper disbursements upon the order of the President or Executive Committee.</p>
Article XII: 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 of Directors.
Article XIII: Amendments	<p>Section 1. Required Vote. These Bylaws may be amended by an affirmative vote of 2/3rds of the members of the Board of Directors present and voting.</p> <p>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 (30) days prior to a meeting of the Board of Directors. The Secretary- Treasurer through the Executive Director shall submit, in writing, all such proposals to the Board of Directors at least twenty (20) days prior to such meeting.</p>