

BEC Indiana By-Laws

Last Revised: November 6, 2020

SECTION 1: Officers and Terms:

1. BEC Indiana will be governed by a Board of Directors, elected from a majority (greater than 50%) of the BEC board and committee members that participate in the election. Director's terms shall be a period of two years beginning on January 1 and ending on December 31. The elected Board of Directors shall be as follows:
 - a. **The Chairperson:** Term begins on January 1 of even numbered years. The Chairperson is not elected, but becomes Chair after being elected as Vice Chair
 - b. **The Vice-Chair - Chairperson-Elect:** Elected to succeed the Chairperson. Term begins on January 1 of even numbered years.
 - c. **Program Director:** Term begins on January 1 of odd numbered years.
 - d. **Secretary:** Term begins on January 1 of even numbered years.
 - e. **Treasurer:** Term begins on January 1 of odd numbered years.
2. All elected Board Members shall have voting rights. The Past Chairperson shall be invited to participate as a voting Board Member.
3. The Board of Directors shall meet regularly as may be necessary, but not less than quarterly at a time and place established by the Secretary. Board Meetings shall be presided over by the Chairperson or Vice-Chair in the absence of the Chairperson. A quorum of two thirds of the Board of Directors must be present for any voting actions.
4. A quorum for election voting shall be not less than 5 individuals comprised of board and committee members.

SECTION 2: Election of Officers / Vacant Appointments:

1. **Elections:** The Secretary shall hold elections for board officers within three months of the term ending date. Elections shall be by secret ballot and will be limited to a 30 day voting / balloting process. Electronic or written methods of balloting are acceptable. Election results will be developed based on a 50% majority of BEC board and committee members, participating in the election. Announcement of the result(s) shall be within one week of the close of election balloting. If voting does not result in a 50% majority for one candidate, the two candidates with the most votes will be selected for run-off vote.
2. **Resignation:** Any Board Member may resign his/her position for personal or professional reasons with notification to the Chairperson or a member of the Board.
3. **Vacant Board Positions:** The Chairperson may appoint qualified people to fill vacant board positions to fill out any remaining term limit unless the board wishes to hold a special election. Appointed board positions are eligible to run for and be elected to any Board position.

SECTION 3: Duties of the Officers:

1. Chairperson:

- a. Presides over Board of Directors;
- b. Develops agenda for Advisory Committee meetings.
- c. The BEC Indiana Chair or his/her delegate will serve as the liaison to BETEC for all matters including notes, newsletters, dues, national and local events and activities, and matters of national significance. The Chair will also serve as an ex-officio member of the National Board of BETEC.

2. Vice-Chair / Chairperson Elect:

- a. Assumes the role of Chairperson when required.
- b. Monitors committee and program activities.
- c. Creates vision for future role/goals of BEC.

3. Program Director:

- a. Develops vision for event content with input from the Board.
- b. Coordinates with event presenters to ensure program content aligns with BEC Indiana goals.
- c. Coordinates event venues, food, and any other necessary details.

4. Secretary:

- a. Record and distribute the minutes of the meetings of the Board; maintain the subscriber directory and handle official correspondence.
- b. Responsible to call for, coordinate, and secure balloting for elections.
- c. Maintain and update website information

5. Treasurer:

- a. Receive and deposit all income and payments.
- b. Pay all approved bills and expenditures.
- c. Coordinate fundraising as may be necessary.
- d. Report annually to the BEC Board of Directors and the AIA Board of Directors on funds received and expended.

6. Commitment from Board Members

- a. Attendance: Board members shall attend no less than 75 percent of board meetings throughout term
- b. Time Commitment: Board members are expected to devote time to duties to complete assigned tasks in addition to attending meetings and BEC events.
- c. Board Position Term Limits: Board members are limited to two terms in each position or a 10 consecutive year membership on the board, whichever is less.
- d. Board Positions Held By Employees of Same Company: at any given time, no more than Two board positions shall be held by employees of the same company.

SECTION 4: Council Committees and Coordinators:

1. The Board of Directors shall establish Committees and Coordinator positions as may be required for the operation of the Council; for special events; or as is necessary to meet the goals and objectives of the Council. Coordinators or Chairpersons for committee's shall be appointed by a majority vote of the Board of Directors.
2. Chairpersons of committees and Coordinators established by the Board shall remain in their position until completion of the project or task for which the committee or coordinator position was established or when the Board elects to remove or replace the Chairperson or disband the committee by majority vote of the Board or up to two years from the time of appointment.
3. Upon completion of a project or task associated with the established committee, the committee and chairpersons shall be disbanded.
4. Coordinators terms shall be for one years beginning on January 1 of the year appointed and ending on December 31. There are no term limits on coordinators who are appointed and re-appointed by the majority vote of the Board.
5. Committees shall seek Board of Directors approval for any action which would be perceived or otherwise affect BEC members or public. Board approval shall be sought to ensure that the actions of the committees are aligned with the vision of the Council and to promote efficient use of Council resources. Committee actions which are aligned with the vision of the Council and perceived only by the Board of Directors or Committees need not be approved by the Board of Directors, but shall be reported to the Board of Directors by the committee prior to implementation.

SECTION 5: Dues, Fees and Expenses:

1. BEC Indiana shall not profit from its organization or activities.
2. No annual dues or fees shall be required to be a subscriber of the Council.
3. On a special monetary event; the BEC Treasurer shall develop procedures to cover approved expenses for such event(s) within the following parameters:
4. All expenditures shall require majority approval by the voting BEC Board Members.

SECTION 6: Sponsorships

1. BEC will accept sponsorship from companies or individuals who are interested in supporting the values and objectives of BEC-Indiana.
2. Sponsorship Levels and Benefits are described in the table below:

Sponsor Benefits		Gold	Silver
	Sponsorships Level Availability	Unlimited	Unlimited
Event	Free Meeting Attendees	4	2
Web	Social Media Highlight	Yes	No
	Sponsor Logo on Website	Yes	No
	Sponsor Link on Website	Yes	No
	Sponsor typeface Name on Website	No	Yes
Signage	Sponsor Logo on Looped Powerpoint	Yes	No
	Sponsor typeface Name on Looped Powerpoint	No	Yes
	***Additional Exposure on Looped Powerpoint	2x	1x
	Sponsor Logo on Signage at Meeting	Yes	No
	Sponsor Indication on Nametag	Yes	Yes
Sponsorship Fee		\$1,000	\$500

3. Sponsorships shall be for 1-year commencing on January 1 of each year and expiring on December 31 of the following year. Sponsorships for the current calendar year shall be paid prior to March 1 of the current calendar year. Sponsorships paid after March 1 of the current calendar year will be applied the next annual sponsorship year.