A HISTORY OF THE ORGANIZATIONS AND LITERATURE IN BUSINESS EDUCATION

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CHAPTER I

THE PROBLEM AND DEFINITIONS OF TERMS USED

I. THE PROBLEM

Statement of the problem. It was the purpose of this study (1) to prepare a history of the major organizations; and (2) to give information relative to the nature of the content of the publications and literature published in the field of Business Education.

Importance of the study. Up to the present, to the writer's knowledge, there has been no summation of materials pertaining to the organizations and literature in business education. A compilation of such would be of great value to both the instructor and the student when they are seeking information of this kind.

II. DEFINITIONS OF TERMS USED

Throughout this study the following terms, as abbreviated by business educators, will be used:

EEBA - Eastern Business Teachers Association
FBLA - Future Business Leaders of America
NABTI - National Association of Business Teacher-Training Institutions
NABTA - National Business Teachers Association
SBTEA - Southern Business Education Association
UBEA - United Business Education Association
WBEA - Western Business Education Association
III. ORIGINAL SOURCES AND PROCEDURES FOLLOWED

Much has been written in regard to the content of this study, but in no place has the information been compiled in summary form. Some of the publications in business education have carried information concerning the history of the organizations in business education. This is particularly true of the publications of earlier editions. Since the material relative to this topic was scattered throughout different sources, it was deemed necessary to obtain the information desired by compiling material found in the specific publications and yearbooks of business education. Through correspondence and personal interviews, the writer was able to collect and select the additional information needed to complete the study.

A letter was mailed to the Supervisor of business education in every state of the United States requesting information pertaining to organizations in the field of business education. In this letter the writer informed each supervisor that if no reply was received, it would be assumed that his state did not have such an organization active at the time of this writing.

On May 25, 1950, a personal interview was held with the Head of the School of Business at Indiana University concerning information pertaining to leading organizations in business education. A long distance person to person
telephone conversation was held between the writer and the Superintendent of Business Education in Atlanta, Georgia, concerning the Southern Business Education Association. This procedure was absolutely necessary since little information pertinent to this organization could be secured elsewhere. By utilizing these procedures, the writer has attempted to present in a scientific manner, information concerning the history of the organizations in business education and their particular contributions to professional literature in this field.
CHAPTER II

MAJOR ORGANIZATIONS IN BUSINESS EDUCATION

Professional business education associations exist not for the purpose of developing a national membership or becoming great in members, but to provide professional services for their members. The real measure of their usefulness is the progress and improvement in business education that result from the services received by their members.

In this chapter, the writer has attempted to give a summation of the history of the most outstanding organizations now existing in the field of business education. Each organization will be presented individually with regard to the origin, services, and activities performed. Examples of the recent conventions may be found in the Appendix of this study.

United Business Education Association. The Department of Business Education of the National Education Association was originated at Saratoga Springs, New York, July 12, 1892. As time went on, regional, state, and local groups of business teachers organized until they numbered well over a hundred groups. A few held annual meetings and published pamphlets and magazines with the income from dues. Unfortunately, none of these groups could afford to pay for
the full-time services of someone to unify the existing associations and the membership into one strong professional organization. It was hoped that the National Council for Business Education, organized in 1933, would accomplish this purpose but it failed to do so, chiefly because of the lack of money. Because of the disunity, not one of the many associations was in a position to command the prestige entitled to business education among other educational groups, state governing bodies, or national educational committees.

The leadership in the field saw the need, met in groups to discuss possibilities, and presented plans; but nothing seemed to come of their efforts. After numerous attempts had failed, the officers of the Department of Business Education of the National Education Association and the officers of the National Council for Business Education, with the counsel and guidance of many interested leaders, wrote a constitution with the hope of merging these two organizations. The plan was presented to officials of the National Education Association and they expressed their confidence in the profession of business education by agreeing to provide financial subsidy which was to nurture the organization until it was able to stand alone. This period of planning continued for two years, 1944 to 1946. A full time executive secretary and an office staff were
employed and the National Education Association provided office space in the headquarters building in Washington, D. C. The new professional association of business teachers was christened United Business Education Association, a department of the National Education Association.

Work began in earnest in the autumn of 1946, and now the membership is more than six thousand, almost twice the membership of any organization previous to this time. It has taken over services previously provided by the National Council for Business Education, the autonomy of which has been preserved as the governing body of the United Business Education Association. It also assumed the services provided by the Department of Business Education. Among the services maintained in the UBEA are the following:

1. The program of affiliation of local, state, and regional groups of business teachers in order to more closely unite the philosophies and policies of business groups and individual teachers. Already more than thirty organizations have affiliated and are entitled to send representatives to the delegate assembly which meets the first week in July of each year.

2. Preparation, production, and distribution of the National Students' Typewriting Tests which replaces a service abandoned by the typewriter companies a few years ago.


4. A continuation of the publication of the National Business Entrance Tests (formerly the National Clerical Ability Tests) jointly with the National Office Management Association.
In addition to these services, many new activities have been added which make for a well-rounded program:

1. The publication of the United Business Education Association Forum, a monthly magazine for classroom teachers, distributed to each member of the United Business Education Association.

2. The establishing of coordinating committees to work with teachers and business organizations such as the Association of Junior Colleges, the American Association of School Administrators, the National Association of Secondary-School Principals, the American Vocational Association, the National Office Management Association, the National Better Business Bureau, and the United States Office of Education.

3. The establishment of the Research Foundation, the Administrators' Division, and the Teacher Education Division of United Business Education Association to further service specific groups.

4. The allocation of The National Business Education Quarterly to the newly formed Divisions, the contents of which will apply directly to the work of those divisions.

5. The establishment of a professional membership at six dollars, entitling the member to every service and each publication sponsored by the organization. (This includes the three dollars regular membership fee in UBEA)

The officers of the Association are the president, vice-president, executive secretary, and treasurer. These officers are elected by the National Council for Business Education (UBEA Executive Board). The National Council is composed of three members from each of the six geographical districts, the officers of the Association, and the President

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a The districts are the Northeastern District, Mid-Atlantic District, Southern District, Central District, Western District, and Pacific District.
and one other officer of each UBEA Division - Research Foundation, Administrators', Business Teacher Education (NABTTI), and U. S. Chapter of the International Society for Business Education. The officers of the Divisions are elected by professional members who are members of the respective Divisions. The eighteen district members of the National Council are elected by mail ballot in May of each year by members of UBEA who are in good standing at the time the ballots are issued in April. The function of the National Council is to consider and act upon executive problems of the Association.

The Representative Assembly is composed of the National Council and delegates of affiliated associations. At the present time each affiliated association with more than fifty members is entitled to two delegates, and smaller associations may send one delegate to the annual Representative Assembly. The function of the Representative Assembly is to act on matters of policy concerning the Association.

Committees composed of members who are interested in working with special activities of UBEA are functioning in many states. These committees are: Membership, Research, Administration, Tests and Standards, and FBLA. The chairman of these committees form the National Advisory Committee for the activity.
Affiliated associations are charged with the following responsibilities: (1) Electing or appointing official delegates to the Representative Assembly. This should be done at the time of the annual meeting. Names and addresses of delegates should be sent to the UBEA Executive Secretary following the meeting. Affiliated associations should provide for all or part of the expenses of delegates. Reimbursement for round-trip coach fare is the customary amount allotted by the majority of organizations to representatives attending official meetings. It is suggested that the delegate to the UBEA Representative Assembly may also be recommended to the State Education Association, district or local association affiliated with the National Education Association for consideration by that group as a delegate to the NEA Representative Assembly which follows immediately in the same city. Such an arrangement will insure a refund of a part of the expenses of transportation to the meeting city. (2) Affiliated associations should provide the UBEA Executive Secretary with reports of programs and dates of meetings, projects of the association, and names and addresses of the newly elected officers and delegates. (3) Affiliated associations at the annual meeting or in executive board sessions should prepare recommendations with regard to policy and program of UBEA and submit these recommendations to the National Council. The recommendations
should be sent to the UBEA Executive Secretary sixty days before the annual meeting of the Representative Assembly.

(4) Affiliated associations should provide personnel for joint committees to promote state, regional, and national membership; tests; research; Future Business Leaders of America; and other activities essential to a unified program for better business education.

Briefly, UBEA has the responsibility of maintaining the Headquarters Office in Washington for the purpose of promoting and coordinating the activities of the Association. Among the duties of the staff are these: (1) To disseminate information and assist affiliated associations in matters of state and national interest; (2) To arrange for the annual meeting of the Representative Assembly and assume overhead costs of assembly; (3) To carry on a program of public relations and serve as a clearing house for bulletins and announcements of affiliated associations; (4) To assist in locating speakers for affiliated associations.

UBEA provides a section in the official publication, UBEA Forum, for the exclusive use of affiliated and cooperating associations. Affiliated associations are urged to make use of this section with short but frequent notes on matters of interest.

Most important of all, UBEA provides for the affiliated associations to have a voice in determining the policy and
program which is to be administered by the UBEA National Council for Business Education.

Affiliated associations are not required to pay initial or sustaining fees to the UBEA. UBEA assumes no financial obligation to the affiliated association and expects none from them in return for its services. Individual membership in the Association is three dollars per year which barely covers the printing cost of UBEA Forum and accompanying services for individual members of the association. Office space, essential equipment, and the salary of the Executive Secretary are paid from a grant by the National Education Association.

An association votes affiliation only one time. Should the association see fit to disaffiliate, official action must be taken by the association and presented to the UBEA National Council for Business Education. District Business Education Sections which are divisions of the State Association are automatically affiliated through the State Association. However, if the State Business Education Association is not affiliated with UBEA and the District Education Association is affiliated with NEA, the Business Section is privileged to vote UBEA affiliation.

An affiliated association maintains its autonomy, its publication program, and its dues collecting function,
It is entitled to delegates to the UBEA Representative Assembly. A cooperating association is any association, fraternity, or agency with which UBEA may establish a coordinating committee, appoint a liaison officer, hold joint conferences, or carry on joint projects. Among the cooperating groups are: National Office Management Association; U. S. Office of Education; National Association of Secondary-School Principals; American Association of School Administrators; Association for Supervision and Curriculum Development; American Association of Colleges for Teacher Education; and the other departments, divisions, and commissions of NEA. Cooperating groups do not have representation at the Representative Assembly. A division is a section of UBEA which participates in special services of the Headquarters Office and which pays its appropriate share of maintaining the office. A division has representation on both the UBEA National Council for Business Education and the Representative Assembly.

The American Association for Health, Physical Education and Recreation (a department of the National Education Association) has made considerable progress within the past five years through a similar affiliation program. The National Science Teachers Association, National Council for Social Studies, and other NEA Departments which maintain national headquarters offices are moving forward at full
speed in promoting their objectives which include local, state, and regional affiliated associations.

UEEA's unification program is designed to appeal to business teachers everywhere. It is flexible enough to provide for every need. UEEA gives the fullest freedom to every regional, state and local association and at the same time unites all in the greatest forward movement ever undertaken in business education. The program proposes a strong specialized department of the teaching profession which will meet the needs of better education for business and economic living.¹

Associations affiliated with the United Business Education Association are as follows:

Akron Business Education Association
Alabama Business Education Association
Arizona Business Educators' Association
Arkansas Education Association, Business Section
California Business Education Association
Chicago Area Business Educators' Association
Colorado Education Association, Commercial Section
Connecticut Business Educators' Association
Delaware Commercial Teachers Association
Florida Education Association, Business Ed. Section
Georgia Business Education Association
Houston Independent School System, Commercial Teachers Association
Idaho Business Education Association
Illinois Business Education Association
Indiana State Teachers Association, Business Education Section
Inland Empire Commercial Teachers Association
Iowa Business Teachers Association

Kansas Business Teachers Association
Kentucky Business Education Association
Louisiana Business Teachers Association
Maryland Business Education Association
Missouri State Teachers Association, Business Education Section
Montana Business Education Association
Nebraska State Education Association, District 1, Business Education Section
New Jersey Business Education Association
North Carolina Education Association, Business Education Section
Ohio Business Teachers Association
Oklahoma Commercial Teachers Federation
Oregon Business Education Association
Pennsylvania Business Teachers Association
Philadelphia Business Teachers Association
South Carolina Business Education Association
Southern Business Education Association
Tennessee Business Education Association
Texas State Teachers Association, Business Education Section
Tri-State Business Education Association
Utah Education Association, Business Education Section
Washington, Western Commercial Teachers Association
West Virginia Education Association, Business Education Section
Wisconsin Education Association, Commercial Section

Eastern Business Teachers Association. This association was organized in 1897 with fifty-one charter members. Most of these members were associated with business colleges and only a few represented the public schools. The membership committee submitted the names of applicants for membership to the association for approval, and formal action was taken on all new members.

The early records are not clear regarding the number of active members. In 1902, at the fifth meeting, the
membership was 129; in 1906, at the tenth annual meeting, the membership was approximately 250; in 1923, the Silver Anniversary Convention was held in Providence, R. I., and the membership committee reported 638 members; in 1924, the membership was 730; by 1930, the membership was 1,014.

In 1931 a new membership plan was formulated under the direction of Walter E. Leidner, which provided for the appointment of representatives in most of the Eastern states, and under this plan the membership was increased to 1,937. The membership organization was continued and the membership in the association grew steadily to 3,019 members in 1937 when the fortieth anniversary meeting was held. In 1946 the association had 2,460 members.

A study of the programs for the early meetings reveals that the topics covered dealt with the important problems of the time, with special attention to methods of teaching and to business college administration. The following are a few of the subjects discussed: Practical Penmanship; Rapid Calculation; Touch Typewriting; How to Induce Students to Study; How to Teach Shorthand; What the High School owes to the Business College; The Business College, Past, Present, and Future.

Numerous proposals were made to have the convention proceedings published. The first one of record was made in 1906 but the association was unable to finance the project.
The proceedings of the 1911 convention were published by means of private contributions, but some misunderstanding developed and the president of the association made certain statements concerning the method in which it was handled. An investigation was ordered, a committee appointed, and a complete study was made. A committee report exonerated all parties.

In his annual address at the meeting held in New York City in April, 1916, the president of the association expressed regret that the contributions at the conventions had not been put in permanent form and made accessible to students and teachers for study. He stated that the association was under obligation to its members and to the profession to put its contributions in lasting form. He further recommended that one of the business journals be made the official reporting medium for the Association. The journals of that year published many of the papers presented at the meeting.

The next reference to publishing the proceedings is contained in the minutes of the meeting held in Philadelphia, April, 1925, when action was taken requesting the executive board to consider ways and means of having a copy of the proceedings of future meetings sent to all members.

The year 1928 marked the beginning of a new era in program making and editorial policy in the association. Dr.
Paul S. Lomax, president, recommended to the executive board that a major topic be selected for each annual convention and that the general sessions and the sectional groups build their programs around this general theme. The recommendation also provided that a three-year professional program be planned which would result in the preparation of a yearbook each year, containing most of the material presented at the convention, to be known as the "Basic Studies Series in Commercial Education." With the adoption of the plan the convention programs assumed more strictly professional characteristics. Sixteen yearbooks have been published for the years 1928 to 1943 inclusive and each has been accorded recognition in the educational field.

In 1943 the Eastern Commercial Teachers Association and the National Business Teachers Association, both of which had previously published yearbooks, took a forward step by joining forces and published the first of a series of yearbooks under the general heading, "American Business Education Yearbook Series," under the direction of the Joint Publications Commission. A quarterly magazine, American Business Education, is also a joint publication of the latter stated organizations. Payment to either association of the membership fee of $3.00, ($1.00 of which is for a year's subscription to American Business Education), entitles the member to attend meetings of the respective associations,
to receive copies of the annual joint Yearbook, and of American Business Education.²

National Business Teachers Association. The exact origin of the National Commercial Teachers Federation (now National Business Teachers Association) is rather difficult to trace. It probably represents a revival of the Business Educator's Association which had been abandoned in 1892. It grew out of an organization formed when college men began withdrawing from the Department of Business Education in 1895. This withdrawal was not long getting under way. The private school interests soon discovered that they were greatly in error in supposing that the National Education Association was interested in the promotion of business education. It was evidently seeking control instead.

The National Commercial Teachers Federation appears, therefore, to represent an attempt to return to the status of an independent organization for business education. However, the action of 1892 could not be undone. Withdrawing members greatly weakened the Department of Business Education, and the new organization not only was itself weak but it was placed in an awkward position for interesting public school commercial teachers.³

² Harry I. Good, "A Brief History of the Association," (Unpublished material received by correspondence), Buffalo, New York.

In 1940, by a change in the constitution, the National Commercial Teachers Federation became the National Business Teachers Association.

The NBTA recognizes that in order for it to serve business education properly it must recognize and have a place for all the complements of the profession, including those in high schools, private business schools, and colleges.

In order to provide a maximum of service to each member, departmental and subject-matter round tables have been organized for programs at annual conventions. The constitution provides the privilege of organizing any new round table as the need develops upon petition of members. One of the great source of strength of the NBTA has been a continuing type of membership and attendance at the annual conventions. A very high percentage of those who attend NBTA conventions attend regularly and take an active part in the discussions and in the management of the organization. This has provided continuous high quality sources of officer material. One of the factors in bringing about this faithful attendance has been the selection of convention cities at reasonably central points in the United States.

Under the constitution the presidency of the NBTA must rotate among members from the high schools, private business schools, and colleges. Likewise, each of these
groups is represented on the Executive Board which consists of the President, the First Vice President, the General Secretary, the Treasurer, the immediate Past President, one member elected by the Secondary Schools, one member elected by the College Department, and one member elected by the Private Schools Department. The NBTA has been fortunate in having secretaries who have served faithfully over sufficiently long periods of years to become thoroughly acquainted with the operation of the organization in an executive management capacity to assist each yearly elected president. This has been another factor in continuing the strong management policies.

The first publication service of the NBTA was *Federation Notes*, which was published for many years as a general business education magazine. It was then a part of the membership services and was available on a subscription basis to other teachers. This was replaced in 1937 by the *Business Education Digest*. This new publication was inaugurated after a study of the professional needs of business teachers. It was felt that there were ample general publications, but that there was a need for a digest of all good business education literature. The general policy has been to publish four issues per year, one of which provides a digest of the speeches given at the annual convention for a permanent reading record of those who have attended the
convention and to serve as a summary for those who have not been able to attend the convention. The NBTA has published nine yearbooks as follows: The Personal Equation in Business Education, Lesson Plans and Teaching Techniques, Tested Teaching Procedures, Factors of Learning and Teaching Techniques, Indices of Good Teaching, The Business Curriculum, Problems and Issues in Business Education, The Principles of Business Education, and Effective Business Education. These publications were distinct scholarly contributions to the permanent literature of business education. In 1943, plans were made and accepted to publish a joint yearbook by the NBTA and the ECTA.

The National Business Teachers Association, through formal action at its business session in Chicago on December 30, 1949, made three major changes in its constitution. These changes were as follows:

1. The First Vice-President was made a member of the executive board.

2. The annual dues were raised from $2.00 to $3.00 a year.

3. The association year was changed from October 1 through September 30 to July 1 through June 30.

The staff of the National Business Teachers Association is set-up as follows: President, First Vice-President, Second Vice-President, Treasurer, Executive Board, and department leaders. The department leaders represent the
following departments: College Department, Private Schools' Department, Secondary Schools Department, Secretarial Round Table, Social Business Round Table, Private School Instructors Round Table, Bookkeeping Round Table, Office Machines Round Table, Administrators Round Table and Distributive Education Round Table.

*Southern Business Education Association.* Representatives from Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee met in 1922 and organized the Association of Business Schools. The officers were: First Vice-President, President, Secretary, Treasurer, and The Executive Board.

At the first annual convention, Mr. Herriman, president of the association, made the address and pointed out the need for cooperation and organization of the various business and commercial colleges throughout the country. By united thought, united ideas, united plans, united endeavors for the one cause—commercial education can move forward. After a series of business meetings, the old officers were re-elected and Birmingham, Alabama, was selected as the place of meeting for the next convention, Friday and Saturday after Thanksgiving. 4

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A personal interview was held by telephone conversation on June 2, 1950, with Mr. Parker Liles, who is the superintendent of public schools, in Atlanta, Georgia. Since Mr. Liles is an assistant editor of Modern Business Education magazine, the writer was of the opinion that this individual would be able to divulge pertinent information concerning the Southern Business Education Association.

Mr. Liles informed the writer that the qualification for membership in the Southern Business Education Association is as follows: (1) Any business education teacher, (2) any representative of an affiliated organization, or (3) any individual interested in the betterment of business education could qualify for membership. Only the business education teacher holds the power to vote, however. The total membership at present is approximately five hundred. The dues are two ($2.00) per year per member.

Annual conventions are held during the Thanksgiving holidays. Problems that have arisen during the preceding year are discussed by the Southern Business Education Association at this time. Three days are the regularly appointed allocation of time taken by this organization to discuss and consider a solution to problems and questions that confront the association. Mr. Liles expressed the desire that business education be developed more than it is at the present time.
After asking Mr. Liles the purpose of SBEA, the writer was informed that it was composed of a group of individuals striving to improve business education in the public schools in the Southern section of this country. He felt that by recognizing and working together toward common objectives Southern Business Association members would elevate business education.5

**NABTTI organization.** An organization which has had a lasting and beneficial influence on commercial education, more especially in public schools of the secondary level, is the National Association Business Teacher Training Institutions, (formerly the National Association of Commercial Teachers Training Institutions) formed in 1927. The objectives were stated to be: (1) Improvement of programs for training teachers of commercial subjects; (2) elevation of standards for the certification of teachers of commercial subjects; (3) promotion of research in commercial education; and (4) development of proper recognition amongst schoolmen of the significance of commercial education.

Membership in the organization is given in the constitution as of two kinds: (1) Institutional members, who alone shall have the power to vote; and (2) individual members.

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5 Parker Liles, Personal Interview by Telephone Conversation, Terre Haute, Indiana to Atlanta Georgia, June 2, 1950.
The association has quietly and unobtrusively worked steadily toward the improvement of business teacher education in the collegiate institutions of the United States. This leadership has developed under such business educators as Earl Blackstone, Paul Lomax, Ann Brewington, C. M. Yoder, Helen Reynolds, M. E. Studebaker, William R. Odell, R. G. Walters, F. G. Nichols, Paul Carlson, Catherine Nulty, Vermal Carmichael, Paul Salsgiver, Frances Bowers, Paul Selby, H. M. Doutt, Hamden Forkner, Margaret Ely, Peter Agnew, and others who have served in other official positions, on the executive board, research committees, and programs of the association. During this period the association has published and distributed to the member institutions fifty bulletins, the official publication of the association. The National Association of Business Teacher Training Institutions Bulletin has featured the activities of the association and the individuals that worked for the extended improvement of business education.

In 1946, Hamden Forkner, who as president of the association raised twenty-four pertinent considerations (Bulletin 32, June 1946) for charting a course of action for the improvement of business education. Since the publication of these important considerations, many of these problems have in part been solved either by NABTTI or other organizations representing business education.
It was not until July 4, 1949, at the meeting of the executive board of UBEA, held in Boston, that the implications in two of these points that advocated closer affiliation and unification of business, were accomplished. During his term of office, Peter Agnew, President of NABTTI in 1948-49, did a commendable job of working out the details in arrangements which were necessary for affiliation with the United Business Education Association. During the St. Louis meeting in February 1949, the association's official membership unanimously approved affiliation with UBEA. At this meeting the president appointed an affiliation committee, whose responsibility it was to work out the necessary constitutional changes and other details for the completion of affiliation. This committee, composed of Stephen J. Turille, James M. Hanna, and Margaret H. Ely, completed their task in time for formal action of the executive board of UBEA during its Boston meeting on July 3 and 4, 1949.

The retiring president, Peter Agnew, presented the constitution of NABTTI and the request for affiliation to the executive board of UBEA, which unanimously approved the action and presented it to the delegate assembly of UBEA, which also approved the affiliation on July 4, 1949.

By virtue of this affiliation, NABTTI is in a much more advantageous position to render services in the field of business teacher education. It now has the use of the
facilities of a national office maintained in Washington, D. C., by the United Business Education Association. The association now has access to the services of the UBEA Executive Secretary, Hollis P. Guy, and his staff. It has now become an important part of the largest and most influential business education organization in the United States. This does not mean the NABTTI will slowly disappear and delegate its functions to the affiliated organization, but instead, it means that now it will grow and render much greater service in business education than ever before because of the extended and far reaching connections which it now has with the entire field of business education.

Under the new affiliated organization, every professional member of UBEA may also become an individual member of NABTTI at no additional expense. In order to become such a member, each UBEA professional member has only to check the teacher education division when he pays his professional membership dues. By virtue of becoming a member of the teacher education division, he will receive one copy of each issue of the Bulletin, the official publication of NABTTI. He may also check membership in the Research and Administrators Divisions without additional charge. Each institutional member will be much more fully served under the new arrangement, since, each will receive the Bulletin as usual, plus one copy of each issue of the UBEA Forum and the National Business Education Quarterly.
The officers of this organization are the President, Vice-President, and Secretary. These officers are elected for terms of two years. No officer of this association may be elected for more than two consecutive terms. Each member is required to pay an annual membership fee of ten dollars ($10.00). These fees are used for teacher-training education including the promotion of research and similarly related activities. The fiscal year of this association shall coincide with the fiscal year of UBEA. The Executive Committee determines the place and time of the annual meeting.6

Western Business Education Association. Representatives from California, Idaho, Oregon, and Washington met in the first planning session for the Western Business Education Association at Corvallis, Oregon, on November 26, 1949. Temporary officers were elected, a constitution committee was named, and the necessary organizational procedures were established to create the new association.

The Western Business Education was conceived by leaders on the West Coast who have studied professional associations and who believe a regional association will fill the gap between the state and national organizations. WBEA is designed to be an association of state associations. When a

business teacher joins one of the affiliated state associations, he will hold membership in his regional and national specialized professional groups.

Annual conventions are planned with Portland, San Francisco and Salt Lake City as prospective meeting places.7

The following officers were selected to serve until the first convention is held: President, Vice-President, Secretary, Treasurer, and Chairman of the Constitution Committee.

Since the organization is so young at the time of this writing, there has been no material published by it that was considered essential to this study.

**Pi Omega Pi.** Pi Omega Pi is an honorary professional fraternity, founded at the Northeast Missouri State Teachers College in 1923. It seeks to unite into one membership all those outstanding students in member colleges who are heading for a life of business teaching. It is exclusively for those students who have "superior" scholarship on the books of the registrar. The minimum requirements for admission are "superior standing" in fifteen semester hours of business and education subjects.

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7 Western Business Education Association, "Western Business Education Association," UBEA Business Education Forum, Vol. IV, No. 4, p. 47.
Chapters originated in various colleges were selected by a three-fourths majority vote of the active chapters in other schools. This is a protective measure. Schools are not permitted to organize chapters unless their standards are high and they give evidence of the ability to maintain a chapter over a period of years.

Each chapter is free to choose its own style of development. Therefore, the initiation fee in some of the organizations is higher than in others.

The national membership fee of $2.00 is collected once and there are no further obligations to pay annual dues. The national enterprises are supported by a total income of about $1,000 per year.

The national convention of Pi Omega Pi is held biennially, and officers are elected at that time. Business matters are discussed, and plans for the organization are formulated. The national council is composed of the elected officers and they decide the affairs of the fraternity between biennial meetings. The officers are the national President, Vice-President, Secretary, Treasurer, Editor, Historian, and Organizer. No officer receives a salary for the work that he does.

Pi Omega Pi does not hold national programs at which scholarly papers and other discussions are held. Pi Omega Pi publishes matter concerning lists of members. It
also reports researches made by its members. A number of chapters have issued mimeographed bulletings. Most of these publications have been of a local nature.

In the appendix may be found the location of the different chapters in Pi Omega Pi.

**Delta Pi Epsilon.** Delta Pi Epsilon, honorary organization for men and women in business education, was formed at New York University, 1936, for the purpose of giving recognition and service to outstanding teachers and leaders in this field.

Paul S. Lomax, Chairman of the Department of Business Education, New York University, with other members of the faculty of the department and officers and members of the Commercial Teachers Club held preliminary organization meetings, chose the fraternity name, drafted the original constitution, and determined the qualifications for membership.

The privilege of charter membership was extended to members of the Commercial Teachers Club of New York University, to members of the faculty of the Department of Business Education, and to outstanding graduate students in the Department.

At the spring initiation, 1937, the first fiscal year of Delta Pi Epsilon was closed, and officers for 1937-1938 were inducted. In 1937 the administration revised the
constituted Delta Pi Epsilon as a national fraternity under the laws of the State of New York; formulated and published by-laws for Alpha Chapter; sponsored the celebration of the Twenty-fifth Anniversary of Business Teacher-Training at New York University, and the publication of the proceedings of conference meetings.

In 1938 Beta Chapter of Delta Pi Epsilon was organized at the Oklahoma A&M College. In 1940 Gamma Chapter was organized at the University of Pittsburgh; in 1942 Delta Chapter was organized at the University of Cincinnati, Epsilon Chapter at Boston University, Zeta Chapter at Woman's College of the University of North Carolina and Eta Chapter at the University of Denver. In 1945 Theta Chapter was organized at Indiana University and Iota Chapter at Syracuse University, New York. The more recent chapters are as follows: Kappa, University of Michigan, 1946; Lambda, Northwestern University, 1946; Mu, University of Tennessee, 1946; Nu, University of Kentucky, 1947; Xi, University of Florida, 1947; Omicron, University of Iowa, 1947; Pi, Ball State Teachers College, 1948; Rho, Ohio State University, 1948; and Sigma, University of Oklahoma, 1949.

Delta Pi Epsilon has made several outstanding contributions to the field of Business Education through its publication program. Its oldest national publication is the "Business Education Index" which was first published
in the year 1940 and which has been published each year since that time.

In 1941 the National Council adopted the Delta Pi Epsilon Lectureship which is a lecture that some outstanding educator is invited to give at a national meeting.

Another contribution that the fraternity has been making is that of an annual research award which was started in 1940. The National Research Award is granted each year to the person who has made during that year, the best study in the field of Business Education in the judgement of the Research Award Committee. Another contribution which the fraternity has made in the field of publications is the "Bibliography of Research Studies in Business Education," 1920-1940, published in 1944.8

Candidates for membership must have completed eight points or semester hours of graduate work with an average of at least 85 per cent in the institution where the chapter of this fraternity has been formed, or the student must possess the equivalent in terms of education and service. Each candidate must have declared his major interest to be in Business Education.

The initiation fee is $20.00, $14.00 of which is retained by the local chapter and $6.00 of which is forwarded

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8 Facts About Delta Pi Epsilon, (Published by the National Council of Delta Pi Epsilon, 1945), pp. 3-5.
to the National Office. This amount includes the member's dues for the first fiscal year and the cost of a fraternity key or pin, on the back of which is engraved the member's name, the chapter, the year, and the member's number.

The local chapter determines the annual dues for both active and field members. Included in this amount is $1.50 annual National membership dues. Fees are collected together in advance for each fiscal year.

**Local and State Organizations.** By correspondence with every State Supervisor of Business Education in the United States, the following state and local organizations were found to be in existence:

- Arizona Education Association (Business Sec.)
- Arkansas Business Education Association
- Business Education Association of the State of New York
- Colorado Education Association (Business Sec.)
- Connecticut Education Association
- Delaware Commercial Teachers Association
- Georgia Education Association (Business Sec.)
- Idaho Education Association (Business Sec.)
- Illinois Business Education Association
- Indiana State Teachers Association (Business Ed. Sec.)
- Inland Empire Commercial Teachers Association
- Iowa Business Teachers Association
- Kansas Business Teachers Association
- Kentucky Business Education Association
- Louisiana Business Teachers Association
- Maine Teachers Association (Business Sec.)
- Maryland Business Education Association
- Michigan Education Association (Business Sec.)
- Minnesota Business Education Association
- Missouri State Teachers Association (Business Sec.)
- Montana Business Education Association
- Nebraska State Education Association
- New Jersey Business Education Association
- New Mexico Business Education Association
North Carolina Education Association (Business Sec.)
North Dakota Education Association, Commercial Education Section
Ohio Business Teachers Association
Oklahoma Commercial Teachers Federation
Oregon Business Education Association
Pennsylvania Business Educators Association
Philadelphia Business Teachers Association
South Carolina Business Education Teachers Association
South Dakota Commercial Teachers Association
Tennessee Business Education Association
Texas State Teachers Association, Business Ed. Sec.)
Tri-State Business Education Association
Utah Education Association, Business Education Sec.
Washington, Western Commercial Teachers Association
West Virginia Education, Business Education Section
Wisconsin Education Association, Commercial Sec.

In states where no specific business teacher association existed, the writer found that a business section meeting was held annually at the state teachers conventions. The membership dues, according to the study made by the writer, ranged from one dollar to three dollars per year; the membership per organization ranged from sixty to one thousand members. Mimeographed forms constituted in the majority of cases the printed matter of these state associations. Listed as follows are publications the writer deemed worthy of note: (1) Illinois Vocational Progress; (2) Minnesota Business Education Association News Letter; (3) The "Observer," (New Jersey); (4) The Ohio Business Teacher; and (5) Pennsylvania Business Education Association News.
CHAPTER III

LITERATURE IN BUSINESS EDUCATION

In this chapter, the writer submits a detailed account of the literary aspect of the business education field. Publications, yearbooks, and house organs serve well in giving the major activities and results of the conventions held by the individual organizations. During the early history of business education, not too much literature was available, but at present, volumes are being printed.

Information regarding the content, the subscription rates, the editorial staff, and the relation to the organization is hereby given in account.

The Penman's Art Journal. The Penman's Art Journal was among the earliest monthly publications for teachers in business education. This journal was published monthly in two editions by the National Penmanship Press. The first edition, 1875, was thirty-two pages in length, with a subscription price of seventy-five cents a year or eight cents a single copy. The second edition included a news edition devoted to public-school news and features. The subscription price was one dollar a year and ten cents a single copy. The writer found that special clubbing
rates were offered for clubs of more than three for a subscription price of sixty-cents each. ¹

Excellent examples of penmanship for business writing were given in The Penman's Art Journal. Otherwise, advertisements from the various book companies and business colleges occupied a large portion. ² Publication of this publication ceased in March, 1910.

The editorial staff consisted of one individual: ³

Horace G. Healey, Editor
239 Broadway
New York, New York


² Ibid p. 8.

The Business Journal

The Business Journal succeeded The Penman's Art Journal in March, 1910. The field covered by such a magazine as this was broader than the one branch mentioned in the name Penman's Art Journal. The entire range of business education was emphasized, whereas the old name was a handicap in developing the rich territory covered by business education. Many young people, interested only casually in business writing, but engaged in work which should naturally bring them within convenient contact, had been led by the name of this magazine to believe that it did not contain matter which might be of value to them.

When the name was changed, no alterations were made regarding the matter in penmanship. The additional features directed toward the business man and teacher proved to be of value as expected. No change was made in the subscription price rates or editorial staff. The Business Journal ceased to be published in September, 1916.

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American Business Education

American Business Education is a joint publication of the Eastern Business Teachers Association and the National Business Teachers Association. This publication is published four times a year in the months of October, December, March, and May, at Somerville, New Jersey, by the Joint Publication Commission of the Eastern Business Teachers Association and the National Business Teachers Association, 71 Beech Street, East Orange, New Jersey. Payment of a membership fee of two dollars to either association, fifty cents of which is for a year's subscription to American Business Education, entitles the member to attend meetings of the respective associations, to receive copies of American Business Education, and a copy of the annual yearbook. Libraries and schools are not eligible to membership, but may receive the publication by subscribing for it at two dollars per year.

American Business Education provides an opportunity for the expression of opinions and ideas of workers in the field of business and business education, and therefore the organ itself does not accept responsibility for views expressed by its contributors. The editorial staff consists of an editor and a business manager.  

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The contents of American Business Education pertain to accounting, bookkeeping, office practices and standards, business law, Eastern Business Teachers Association news, National Business Teachers Association news, teaching tips for business teachers, brief notes about business education and research notes in business education.\(^6\)

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\(^6\)Ibid pp. v-vi.
The Ball State Commerce Journal

The Ball State Commerce Journal is devoted to the interest of business education in Indiana and is published in November, February, and May by the Department of Business Education of Ball State Teachers College, Muncie, Indiana.

The nature of the articles published in The Ball State Commerce Journal may be described as follows:

1. The teaching of business customs, procedures, and skills which the student will actually follow and use right on the job.

2. The development of desirable character and personality traits that are vitally important in the business world.

3. The integration of stenographic training.


5. Reading guides in business education.

The editorial staff is as follows: (1) Editor; (2) Associate Editor; (3) Business Manager. This magazine is indexed in The Business Education Index and is free of charge. 7

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The Business Educator succeeded The Business Journal in September, 1916. Under the supervision of the editorial staff, this journal was devoted to the progressive and practical interests of Business Education and Penmanship. It purposed to inspire and instruct both pupil and teacher, and to further the interests of those engaged in the work, in private as well as in public institutions of business education.

The Business Educator was published monthly except July and August in two editions as follows: Teachers Professional Edition, one dollar a year; Students Penmanship Edition, seventy-five cents a year (Foreign subscriptions, twenty cents extra; Canadian subscriptions, ten cents extra).

The Business Educator was succeeded by The Educator in September, 1932. The Educator was purchased and read by the most intelligent and well-to-do among those interested in business education and penmanship in the United States, Canada, England, and nearly every country on the globe. It circulated, not alone among business college proprietors, teachers and pupils, but also among principals of commercial departments of High and Normal Schools and Colleges, as well as among office workers and home students.

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8The Business Educator. Vol. XXII No. 1 p. 7. Published by Zaner & Bloser, Columbus, Ohio.

9Ibid p. 7.
The Business Education World is published monthly (each month except July and August) by the Gregg Publishing Company, the Business Education Division of the McGraw-Hill Book Company, Inc., at 330 W. 42nd Street, New York 18, New York. The subscription rates are:
Two dollars and fifty cents a year (Four dollars for two years) or thirty cents a single copy in the United States and Canada; three dollars a year to all other foreign countries.

Contributions are submitted to the Business Education World by business educators pertaining to the following: Accounting, administration, book reviews, bookkeeping, business courses, equipment, office training, professional training, salesmanship, shorthand, teacher training, transcription and typewriting.

The editorial staff consists of an editor, editorial associates, production manager and a business manager.

The Business Education World is indexed in The Business Education Index and the Education Index.10

Business Education Digest

The Business Education Digest is published four times a year in the months of March, May, October and December at 317 Maynard Street, Ann Arbor, Michigan, by the National Business Teachers Association. The price is twenty-five cents per single copy. Payment of the membership fee to the National Business Teachers Association includes a year's subscription to the Business Education Digest. The editorial staff consists of an editor and four associate editors.

The Business Education Digest contained articles of importance in the field of business education. Through the Business Education Digest, educators of business education were able to publically express themselves, thus giving aid to others in the field. Articles pertaining to consumer economics, regional conferences, National Business Teacher Association news, book reviews, teaching aids, vocabulary tips and many similar items were published in this publication.

The Business Education Digest was succeeded in 1944 by the American Business Education, a joint publication of the Eastern Business Teachers Association and the National Business Teachers Association.11

The Journal of Business Education

This journal is a combination of The Business School Journal and The Journal of Commercial Education serving as an independent magazine for teachers of business education.


Contributions are invited on any topic of interest to institutions, teachers, or businessmen who are in any way associated with business education.

Subscription rates are two dollars a year in the United States and Canada, payable in advance; twenty-five cents a single copy—subject to current postage and customs charges when mailed to other countries to which the United States domestic postal rate does not apply.

The editorial staff consists of an editor; a managing editor and a contributing editor.

The Journal of Business Education is a free lance and does not accept responsibility for views expressed in articles, reviews, nor other contributions which appear in
its pages. It provides opportunities for the publication of materials which may represent educators' divergent ideas, judgments, and opinions. Contents of this magazine are listed in the Education Index and Business Education Index.12
Modern Business Education

Modern Business Education is the official journal of the Southern Business Education Association. The Publication Office is located at: College of Commerce, Louisiana State University, Baton Rouge, Louisiana. The editorial staff consists of the following: an editor; associate editors; and a managing editor.

The publication dates are the months of November, January, March, and May of each year.

The subscription rate is two dollars a year, domestic and foreign. Single copies are fifty cents each, while back issues prior to January, 1948, are thirty-five cents. Contributions and manuscripts should be addressed to the Editor. Books for review should be addressed to the Assistant Editor. News and other items of interest should be addressed to the Managing Editor. Remittances for subscriptions and membership may be sent either to the Managing Editor or the Secretary of the association. If issues are not received by the first of the month following publication, write to the Managing Editor. It is to be remembered that the Editor of Modern Business Education is not responsible for the views held by its contributors. Modern Business Education publishes contributions of the business educators in the southern part
of the country. Such articles concern topics as follows: Business communication, letter writing, bookkeeping, typing, shorthand dictation and transcription, book reviews of professional reading, office practices and standards, and reports of various meetings of the local associations and chapters of that area.\footnote{Modern Business Education. Vol XVI No. 3. March, 1950.}
The National Business Education Quarterly

The National Business Education Quarterly is published in October, December, March, and May by the United Business Association, a department of the National Education Association, as the official magazine of the United Business Education Research Foundation, United Business Education Administrators' Association and Teacher Education Division of the United Business Education Association.

The primary purpose of the Quarterly is to serve business educators. The Quarterly attempts to bring to business educators the summary of research which affects the classroom teacher and administrator. This material is published in such a way that applications can be made to local and individual problems.

The editorial staff is as follows: Research editor; Administrative editor; and Executive editor.

Editorial and advertising correspondence should be addressed to Hollis P. Guy, Executive Secretary.

Membership checks should be drawn payable to the order of the United Business Education Association and mailed to the Executive Secretary. Membership in Divisions is three dollars in addition to the cost of regular membership in the United Business Education Association. Two dollars of the
dues are for subscription to The National Business Education Quarterly. Library subscriptions may be made for two dollars a year. Single Copies are seventy-five cents.  

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UBEA Business Education Forum

The UBEA Business Education Forum is published monthly except June, July, August, and September by the United Business Education Association, a Department of the National Education Association of the United States, 1201 Sixteenth Street, N.W., Washington, D. C.

The UBEA Business Education Association Forum has gained constantly in stature and influence, and in service to the classroom teacher since the first issue published in March, 1947.15

Membership in the association is three dollars a year, two dollars of which is a year's subscription to UBEA Business Education Association Forum. The cost of the publication is three dollars a year to non-members and forty-five cents a single copy.

The editorial staff is as follows: Issue Editor; Executive Editor; Service Editors; and Associate Service Editors.

Articles printed in the UBEA Business Education Forum concern such topics as: Accounting, bookkeeping, projects for supplementary teaching, typewriting, office practices and standards, basic business, book reviews, announcements of conventions and general clerical problems.

Sixteen volumes of the Eastern Commercial Teachers Yearbook were published before an agreement was made to merge with the National Business Teachers Association to publish a joint publication, the American Business Education Yearbook. They are as follows:

I. Foundations of Commercial Education 1928
II. Curriculum Making in Business Education 1929
III. Administrators and Supervisors of Business Education 1930
IV. Modern Methods of Teaching Business Subjects Vol I 1931
V. Modern Methods of Teaching Business Subjects Vol II 1932
VI. Teaching Aids and Devices and Suggested Classroom Equipment 1933
VII. Business Education in a Changing Social and Economic Order 1934
VIII. Problems of the Business Teacher 1935
IX. Guidance in Business Education 1936
X. Measurement for Vocational Ability in the Field of Business Education 1937
XI. Modernizing Business Education 1938

XII. The Improvement of Classroom Teaching in Business Education 1939
XIII. The Contribution of Business Education to Youth Adjustment 1940
XIV. Business Education for Tomorrow 1941
XV. Unit Planning in Business Education 1942
XVI. Wartime Problems in Business Education 1943

The above sixteen yearbooks were written with the intention of being helpful in centering the enthusiastic interest, best thought, and tireless effort of all American commercial teachers and administrative officers upon an intensified study of a philosophy of commercial education, of "business as a social institution," of business education's relation to the whole field of education, and of research itself as a scientific method or reflective-thinking procedure of compiling and interpreting further needed facts on which to construct a functional business education and a functional business life in keeping with a deserving philosophy of commercial education.17

The volumes of 1942 and 1943 may be secured at two dollars and fifty cents each; all previous volumes, two dollars each. All prices are subject to a twenty per cent discount to members and dealers. These copies are available at the University Bookstore, New York University, Washington Square, New York, New York.

National Business Education Outlook (Yearbook)

In 1935, the first issue of the National Business Education Outlook was presented to the public due to the initiative and wisdom of Dr. Edward M. Hull, President of the National Commercial Teachers Federation.\(^\text{18}\)

In the preparation of this yearbook, the Federation commanded the talents of outstanding men and women, leaders in their profession from many parts of the country. The content of the book consisted of five parts as follows:

Part I consists of an analysis of problems of personnel; social and economic responsibilities of business education; and an elegant discussion on changing occupations in business education and sociological factors.

Part II devoted discussion to the practices and principles of the business education curriculum in all types of schools.

Part III presented worthy discussions in relation to consumer business education emphasizing the specific contributions of business education to consumer knowledge.

Part IV was divided into three sections as follows:

1. The Personal Equation in Business Education in Relation to Guidance, Objectives and Aptitudes

\(^{18}\)National Business Education Outlook, First Yearbook of the National Commercial Teachers Federation, Copyright 1935. Published by National Commercial Teachers Federation, p. vi.
2. The Personal Equation in Secretarial Business Education

3. Research and Supplementary Teaching Materials in Secretarial Business Education

Part V offered plans for the teaching of business education subjects, together with instruction material and equipment of the office machine practice course.

The Seventh Yearbook was the first to be published under the Federations' new name, The National Business Teachers Association. This book presented an analysis of the problems and issues in business education. The two succeeding yearbooks dealt respectively with a philosophy of business education based upon the consideration of the problems revealed and with ways and means of making these underlying principles effective in schools.19

After a series of nine yearbooks, the National Business Teachers Association made an agreement to merge with the Eastern Business Teachers Association and publish a joint publication (American Business Education Yearbook).

The following yearbooks were published from 1935 to 1943:

I. The Personal Equation in Business Education 1935.
II. Lesson Plans and Teaching Techniques 1936.

III. Tested Teaching Procedures 1937
IV. Factors of Learning and Teaching Techniques 1938
V. Indices of Good Teaching 1939
VI. The Business Curriculum 1940
VII. Problems and Issues in Business Education 1941
VIII. The Principles of Business Education 1942
IX. Effective Business Education 1943

Six volumes have been published from 1944 to 1949 as listed:

I. Community Co-Operation in Business 1944
II. Improving Learning and Achievement in Business Education 1945
III. Appraising Business Education 1946
IV. The Changing Business Education Curriculum 1947
V. Physical Layout, Equipment, Supplies for Business Education 1948
VI. General Business Education 1949

The movement to replace the two yearbooks traditionally published by the Eastern Commercial Teachers Association and the National Business Teachers Association with a yearbook produced jointly gathered its momentum early in 1941 when some members of the two associations, convinced of the merits of the idea, presented it informally to the executive boards of their respective organizations.

The gist of their thinking was this: While the publications were acknowledged to be outstanding contributions to business education, an analysis of the two series of
yearbooks revealed an overlapping of authorship and material. If the talents of two associations were concentrated in a joint effort, superior contributions could be made to business education and a greater service could be given to members of the participating associations.

The executive boards of the two organizations received favorably the joint yearbook idea. A committee, with powers limited to negotiation, was appointed by each organization. Tentative plans were made at the first joint meeting of the two committees, held in Chicago in December, 1941. At a second meeting, held in New Jersey in October, 1942, a proposal was drafted and submitted to the executive boards of Eastern Commercial Teachers Association and National Business Teachers Association. This proposal calling for the appointment of a joint publication was accepted.

This Eastern Commercial Teachers Association-National Business Teachers Association Joint Commission, consisting of two members from each association, met in New York in April, 1943, to plan the production of the 1944 yearbook.

The powers of the Commission are administrative and executive; all plans involving policy, management, and finance are subject to its approval. Functioning under the Commission
is the Editorial Committee responsible for the actual production of the Yearbook. The total cost of the Yearbook was paid through an agreement made by the Joint Publication Committee, which states that each organization would pay for all publications ordered by its individual members.

Copies are sent to the members of the organizations and may be ordered by a non-member for three dollars at the New York University Bookstore, 239 Greene Street, New York 3, New York.

The editorial staff consists of the following: Editor; Associate editors; Assistant editors; and Editorial Advisors. 20

The Balance Sheet

The Balance Sheet is a house organ published by the South-Western Publishing Company, 634 Broadway, Cincinnati, Ohio, free of charge.

It is a free lance magazine by business teachers and for business teachers. Its purpose is to provide an open forum for the constructive discussion of problems of interest to the classroom teacher and to the profession as a whole. In view of the nature of the magazine, the South-Western Publishing Company does not necessarily promote or subscribe to the facts and theories in the published, well written articles.

The Balance Sheet consists of articles pertaining to the field of business education as follows: Typewriting hints, interviews, shorthand transcription, salesmanship procedures and practices, classroom and professional news, reviews of new literature, visual aids in business education, classified advertisements, and also humorous stories.

The editorial staff consists of the following: Editor; Associate editor; and Private School editor.21

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Business Teacher

The Business Teacher is the result of a combination of the Gregg News Letter and Shorthand Speed Tests, both house organs of the Gregg Publishing Company. This publication is a service to those for whom it is named: Business Teachers.

Articles published in the Business Teacher consist of materials pertaining to techniques and tips for teachers of typing and shorthand, private schools, shorthand speed tests, basic business, bookkeeping, and classified advertisements.

The editorial staff consists of the following: Editor and Publisher; Editorial Associates; and Production Editor.

Copies of the Business Teacher are mailed to 22 school addresses only.

Such house organs, the Collegiate News and Views of the Southwestern Publishing Company, the Dictaphone Educational Forum of the Dictaphone Corporation, the Educator of the Edison Voice Writing Company, and the Rowe Budget of the H. M. Rowe Company, rank high among the smaller types of advertisements. These house organs are specifically in pertinence to the views of teachers in business education.
CHAPTER IV

SUMMARY

Before 1900, business education was provided primarily by the private business schools. The last fifty years have seen a remarkable growth of business education programs in the public schools. Paralleling the growth of business education programs in the schools, both private and public, has been the organization of professional associations to promote and to improve business education. The contributions of each organization have been legion and must be recognized in any evaluated summation of the progress made.

The associations now existing may be submitted in divisions as follows:

National Level . . . . United Business Education Association

Regional Level . . . . Eastern Business Teachers Association
                   National Business Teachers Association
                   Southern Business Education Association
                   Western Business Education Association

Area Level Within Regions  Tri-State Business Education Association
                          Inland Empire Education Association, Business Education Section
During the early history of the organizations in business education, individuality was a predominant factor. Each organization acted as one unit. The present day trend is to join together and submit and pool ideas for the improvement of the field. The following is submitted to show the extent to which these associations are now cooperating:

**State Level**
Most states have a state business education association

**Area Level Within States**
Some states have local or sectional groups

**National Level**
UBEA, through its affiliation plan, works actively with associations on each level as follows:
- Regional with SBEA and WBBA
- Large Area Level with Tri-State and Inland Empire
- State Level with 36 states
- Small Area Level with several local area or sectional groups within states

**Regional Level**
EBTA and NBTA cooperate actively and effectively with each other in their joint publications program

**Area Level Within Regions**
Tri-State and Inland Empire Associations are affiliated with UBEA.
State Level . . . . . . . 36 states have associations affiliated with UBEA

Area Level Within States . Several local area or sectional groups are affiliated with UBEA

Many local area or sectional groups are an integral part of their state associations.
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BIBLIOGRAPHY


"Editorial Section" Business Teacher, 27:3 December, 1949 p. 77 New York: Gregg Publishing Company


"Editorial Section" The Ball State Commerce Journal, 21:3 May, 1950 Muncie, Indiana: Ball State Teachers College Department of Business Education.


Liles, Parker Personal Interview by Telephone Conversation, Terre Haute, Indiana to Atlanta, Georgia, June 2, 1950.


During the Fall and Winter, 1949 the following conventions were held at the cities designated:

<table>
<thead>
<tr>
<th>Association</th>
<th>City</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Arizona Education Association</td>
<td>Phoenix</td>
<td>Nov 3-5</td>
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<tr>
<td>Business Education Association of New York</td>
<td>New York City</td>
<td>Dec 2-3</td>
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<tr>
<td>Delaware Commercial Teachers Association</td>
<td>Wilmington</td>
<td>Oct 13-14</td>
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<tr>
<td>Indiana State Teachers Association Business Section</td>
<td>Indianapolis</td>
<td>Oct 27-28</td>
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<td>Kansas Business Teachers Association</td>
<td>Topeka</td>
<td>Nov 3-14</td>
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<td>Louisiana Business Teachers Association</td>
<td>Alexandria</td>
<td>Nov 21-23</td>
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<tr>
<td>Minnesota Business Schools Association</td>
<td>St. Paul</td>
<td>Nov 12</td>
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<tr>
<td>National Business Teachers Association</td>
<td>Chicago</td>
<td>Dec 28-30</td>
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<tr>
<td>Ohio Business Teachers Association</td>
<td>Columbus</td>
<td>Mar 31-April 1  (1950)</td>
</tr>
<tr>
<td>Southern Business Education Association</td>
<td>Miami</td>
<td>Nov 24-26</td>
</tr>
<tr>
<td>Tri-State Business Education Association</td>
<td>Pittsburgh</td>
<td>Oct 7-8</td>
</tr>
<tr>
<td>Virginia Business Education Association</td>
<td>Richmond</td>
<td>Nov 1-5</td>
</tr>
</tbody>
</table>
Dear Sir:

It is the intention of this letter to receive information pertaining to organizations in the field of business education in your state. This material will be compiled into a thesis entitled "A History of the Organizations and Literature in Business Education" as partial fulfillment of the requirements toward a Masters Degree at Indiana State Teachers College, Terre Haute, Indiana.

Please indicate if your state has such an organization and send me the following data:

Name of organization
Approximate membership
Dues
Publications
Conventions held

Your immediate consideration and cooperation in answering this request will be highly appreciated. If no reply is received it will be assumed that your state does not have such an organization active at the present time. Thank you kindly. Please send your reply to the address given below.

Respectfully yours,

DJS

David J. Stewart
3016 N. 13½ Street
Terre Haute, Indiana
<table>
<thead>
<tr>
<th>Pi Omega Pi Chapters</th>
<th>University/College</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Alpha</td>
<td>Northeast Missouri STC</td>
</tr>
<tr>
<td>2. Beta</td>
<td>Iowa STC</td>
</tr>
<tr>
<td>3. Gamma</td>
<td>'Discontinued'</td>
</tr>
<tr>
<td>4. Delta</td>
<td>State U. of Iowa</td>
</tr>
<tr>
<td>5. Epsilon</td>
<td>Colorado School of Ed.</td>
</tr>
<tr>
<td>6. Zeta</td>
<td>North Texas STC</td>
</tr>
<tr>
<td>7. Eta</td>
<td>Illinois State Normal</td>
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<td>8. Theta</td>
<td>Northern STC</td>
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<td>9. Iota</td>
<td>STC</td>
</tr>
<tr>
<td>10. Kappa</td>
<td>Fort Hays Kansas SC</td>
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<tr>
<td>11. Lambda</td>
<td>Kansas STC</td>
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<td>12. Mu</td>
<td>Nebraska STC</td>
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<tr>
<td>13. Nu</td>
<td>Ball State Teachers Col.</td>
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<tr>
<td>14. Xi</td>
<td>Kansas STC</td>
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<tr>
<td>15. Omicron</td>
<td>STC</td>
</tr>
<tr>
<td>16. Pi</td>
<td>Northeastern SC</td>
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<tr>
<td>17. Rho</td>
<td>Southeastern SC</td>
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<td>18. Sigma</td>
<td>Arizona STC</td>
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<tr>
<td>19. Tau</td>
<td>'Discontinued'</td>
</tr>
<tr>
<td>20. Upsilon</td>
<td>Sam Houston STC</td>
</tr>
<tr>
<td>21. Phi</td>
<td>Indiana Stat Teachers Col</td>
</tr>
<tr>
<td>22. Chi</td>
<td>Whitewater STC</td>
</tr>
<tr>
<td>23. Psi</td>
<td>Western Ill. STC</td>
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<tr>
<td>24. Omega</td>
<td>San Jose SC</td>
</tr>
<tr>
<td>25. Alpha Alpha</td>
<td>Eastern Ky. STC</td>
</tr>
<tr>
<td>26. Alpha Beta</td>
<td>Miss. SC for Women</td>
</tr>
<tr>
<td>27. Alpha Gamma</td>
<td>STC</td>
</tr>
<tr>
<td>28. Alpha Delta</td>
<td>(No teacher training offered)</td>
</tr>
<tr>
<td>29. Alpha Epsilon</td>
<td>Southwest Missouri STC</td>
</tr>
<tr>
<td>30. Alpha Zeta</td>
<td>Oklahoma A &amp; M College</td>
</tr>
<tr>
<td>31. Alpha Eta</td>
<td>Nebraska STC</td>
</tr>
<tr>
<td>32. Alpha Theta</td>
<td>Arkansas SC</td>
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<tr>
<td>33. Alpha Iota</td>
<td>Arizona STC</td>
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<tr>
<td>34. Alpha Kappa</td>
<td>U. of Oklahoma</td>
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<tr>
<td>35. Alpha Lambda</td>
<td>Central SC</td>
</tr>
<tr>
<td>37. Alpha Nu</td>
<td>Ohio State U.</td>
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<tr>
<td>38. Alpha Xi</td>
<td>St. Cloud STC</td>
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<td>39. Alpha Omicron</td>
<td>Miss. SC</td>
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<tr>
<td>40. Alpha Pi</td>
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</tr>
<tr>
<td>41. Alpha Rho</td>
<td>Miss. Southern College</td>
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*State Teachers College - STC*
<table>
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<tr>
<th>Chapter</th>
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<tbody>
<tr>
<td>Alpha Tau</td>
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<td>Alpha Phi</td>
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<td>Alpha Chi</td>
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<tr>
<td>Alpha Psi</td>
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<tr>
<td>Alpha Omega</td>
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<td>Beta Alpha</td>
<td>Geo. Peabody Coll. for Teachers</td>
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<td>Beta Beta</td>
<td>U. of Akron</td>
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<tr>
<td>Beta Gamma</td>
<td>U. of Tennessee</td>
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<td>Beta Delta</td>
<td>New York U.</td>
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<tr>
<td>Beta Epsilon</td>
<td>Montana SC</td>
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<tr>
<td>Beta Zeta</td>
<td>Southern Ill. Normal U.</td>
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<tr>
<td>Beta Eta</td>
<td>N. Y. SC for Teachers</td>
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<tr>
<td>Beta Theta</td>
<td>N. Mex. Highlands U.</td>
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<tr>
<td>Beta Iota</td>
<td>Wayne U.</td>
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<td>East Carolina TC</td>
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<tr>
<td>Beta Lambda</td>
<td>Shippensburg STC</td>
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<td>Beta Mu</td>
<td>Tennessee Polytechnic Institute</td>
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<tr>
<td>Beta Nu</td>
<td>Madison College</td>
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<td>Beta Xi</td>
<td>Boston University</td>
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<td>Beta Omicron</td>
<td>U. of Arizona</td>
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<td>Beta Pi</td>
<td>Concord College</td>
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<td>Beta Rho</td>
<td>Central Missouri SC</td>
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<td>Beta Sigma</td>
<td>New Jersey STC</td>
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<tr>
<td>Beta Tau</td>
<td>East Texas STC</td>
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<td>Beta Epsilon</td>
<td>Central College</td>
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<td>Beta Phi</td>
<td>Michigan State Normal</td>
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<td>Beta Chi</td>
<td>San Diego State College</td>
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<tr>
<td>Beta Psi</td>
<td>Tennessee A &amp; I</td>
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<tr>
<td>Beta Omega</td>
<td>New Jersey State Teachers</td>
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<td>Fayette, Mo.</td>
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<td>Ypsilanti, Mich.</td>
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<td>San Diego, Calif.</td>
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<td></td>
<td>Tennessee (Negro)</td>
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<td></td>
<td>Patterson, New Jersey</td>
</tr>
</tbody>
</table>

Discontinued Chapters

- Delta
- Epsilon
- Alpha Epsilon

Inactive Chapters

- Iota
- Lambda
- Phi
- Alpha Theta
- Beta Iota
PETITION FOR A CHAPTER OF PI OMEGA PI

Exhibit A

Date

To the National Council and Chapters of Pi Omegà Pi:

The undersigned, students and faculty of the Business Teacher-Training Curriculum at Blank College, City, State, hereby petition that they be constituted a chapter of Pi Omega Pi.

LIST OF OBJECTIVES AND ACTIVITIES

1. To create and maintain high scholarship among teachers of business subjects.
2. To encourage and foster high ethical standards in business and professional life.
3. (Any others that you care to list)

GRADE SYSTEM IN USE AT BLANK COLLEGE, CITY, STATE

The grades in use at Blank College, City, State, consist of the following: A, excellent; B, good; C, satisfactory; D, passing; F, failure. For each quarter hour upon which a grade of A is given, three quality points are awarded; for each grade of B, two quality points; for each grade of C, one quality point. A grade of D is passing but gives no quality points.

STANDARDS PROPOSED FOR THE CHAPTER

Membership limited to third quarter sophomores, to juniors, and to seniors. All eligible candidates must have had a minimum of 20 quarter hours in Business and 4 quarter hours in Education. Election on the basis of superior standing will mean that the student has a cumulative index in Business and Education subjects of 2.00 or better, and in all other subjects of 1.50 or better.

PROPOSED CHARTER MEMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Kind of Membership</th>
<th>I*</th>
<th>II*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, Mary</td>
<td>Active</td>
<td>3.0</td>
<td>2.2</td>
</tr>
<tr>
<td>Doe, John</td>
<td>Alumni</td>
<td>2.3</td>
<td>1.8</td>
</tr>
<tr>
<td>Doe, Ellen</td>
<td>Active</td>
<td>2.9</td>
<td>2.2</td>
</tr>
</tbody>
</table>

*Average grades in Business and Education subjects are given in Column I, in all other subjects in Column II.

The formation of this chapter has been approved by Head of the Department of Business Education, the President, and the Dean of the Blank College.

Approved
Head, Department of Business Education and Sponsor of Chapter

Approved
President, Blank College

Approved
Dean, Blank College
REQUIREMENTS FOR CHAPTERS OF PI OMEGA PI

An institutional chapter may be established in any accredited degree-granting undergraduate or graduate institution that offers a business teacher-training curriculum which is accepted by the respective State Department of Education for the certification of teachers, and, in addition, is included in either or both of the following groups:

a. Collegiate institutions accredited by at least one of the following:

- American Association of Schools of Education
- Association of American Universities
- Middle States Association of Colleges and Secondary Schools
- New England Association of Colleges and Secondary Schools
- North Central Association of Colleges and Secondary Schools
- Northwest Association of Secondary and Higher Schools
- Southern Association of Colleges and Secondary Schools

b. State or territorial teacher-training institutions.

Institutions falling in group a or b must also conform to the following standards:

1. No less than two full-time teachers of business subjects.
2. The institution must have graduated no less than a total of 15 majors in business teacher-training in the preceding three years.
3. The major requirements in business teacher-training must be no less than 30 semester hours in business subjects and the minimum number of semester hours in education subjects required for certification by the state in which the institution is located.

A preliminary petition for a chapter must be submitted through the National Organizer's Office to the National Council on the National Organizer's "Advance Questionnaire."

Student membership is open only to sophomores and upperclassmen in the business teacher-training curriculum who meet scholarship and course requirements. Membership in the fraternity is open to both men and women.

National dues are $2 per member, paid only once, at the time of initiation.

1. This may include closely allied subjects such as Economics, Economic Geography, Economic History, Business Correspondence, etc.
The probationary group will submit the following evidence to the office of the National Organizer:

1. A trial petition for a chapter.
2. A formal petition for a chapter.

Both the trial petition and the formal petition must contain the following data:

1. A description of the grade system in use at the institution petitioning for a chapter.
2. A statement of the standards proposed for the chapter.
3. A list of the names of the students who constitute the probationary group and the point-hour ratio of each student.
4. A list of the objectives and activities of the group.
NATIONAL CONSTITUTION OF PI OMEGA PI
(Revised by National Council, December, 1947)
(Adopted by convention delegates, December, 1948)

ARTICLE I
Name

The name of this organization shall be Pi Omega Pi

ARTICLE II
Purpose

1. To establish and direct chapters of Pi Omega Pi in Colleges and Universities engaged in Business Teacher Training.

2. To create a fellowship among teachers of business subjects.

ARTICLE III
Aims

1. To create and encourage interest and promote scholarship in Business Education.

2. To aid in civic betterment in colleges and universities

3. To encourage and foster high ethical standards in business and professional life.

4. To teach the ideal of service as the basis of all worthy enterprise.

ARTICLE IV
Membership

1. Membership in Pi Omega Pi shall be classified as active, associate, alumni, and honorary.

a. Active membership of Pi Omega Pi shall consist of those who are enrolled in college as bona fide students who have met the following requirements:

   (1) Each candidate must have expressed an intention of becoming a teacher of business subjects.

   (2) Each candidate must have completed with a superior rating fifteen semester hours in education and business subjects and have at least medium standing in all other college subjects.

   (3) Each chapter shall set a standard for measuring "Superior" and "Medium" scholarship and shall submit this standard to the National Council for approval.

b. Associate membership of Pi Omega Pi shall consist of those who were active members while in college and who have withdrawn from college before graduation.
c. Alumni membership of Pi Omega Pi shall consist of graduates of colleges and universities who were active members while they were in school and of those who graduated before a chapter was established in their institution, but who, since they attained the scholarship standards while a student, have been elected by the local chapter to membership.

d. Honorary membership in Pi Omega Pi may be conferred upon members of the business education faculty or other persons in the local community whom the local chapter believes to be worthy of membership. Election to honorary membership shall be with the approval of the National Council and each chapter shall be limited to one member during each year, the privilege becoming cumulative. The national dues are to be paid by the chapter initiating the honorary member. Persons of national reputation may be recommended for honorary membership by the National Council. These persons will be initiated at a national delegate meeting.

2. Election of members.

a. Each chapter shall have a membership committee composed of three members appointed by the president. The duties of this committee shall be to investigate and present names of candidates for admission to Pi Omega Pi.

b. The names of the candidates recommended by the committee on membership shall be presented to the chapter and voted upon at a regular meeting at which there is a quorum present.

(1) Each candidate must be voted upon by secret ballot and must be pledged before being initiated to full membership.

(2) A three-fourths majority vote of the members present shall be necessary to elect a candidate to membership in the fraternity.

c. Members may be dismissed for cause.

3. No more than one chapter shall be organized or admitted to membership from one college or university.

4. Chapters shall be named in order of the Greek alphabet according to date of admission.

5. Worthy membership in any chapter shall entitle one to membership in any other chapter. The chapter in which the member was initiated shall give notice of change of residence to the chapter to which he goes.

6. New chapters shall be admitted by the National Council upon consent of three-fourth of the active member chapters.

ARTICLE V
Officers and Government

1. The officers of a chapter shall be president, vice-president, secretary treasurer, and historian.
2. Both chapter and national meetings shall be conducted according to Roberts Rules of Order.

3. Each chapter must adopt by-laws that are consistent with the national constitution and by-laws.

ARTICLE VI
National Convention

1. A national convention shall be held every two years at a time and place decided upon by the National Council.

2. Each chapter may send one or two delegates to the national convention, but each chapter will be entitled to two votes.

ARTICLE VII
National Administration

1. This fraternity shall have a National Council composed of the immediate past president and the following officers to be elected at the national convention: president, vice-president, secretary-historian, treasurer, organizer, and editor.

2. In case a vacancy occurs in the office of president, the vice-president shall automatically become president. Should a vacancy occur in any other national office, the president shall be empowered to appoint some member of the organization to serve the unexpired term, with the approval of two-thirds of the members of the National Council.

3. The president shall be chosen from those who have served as members of the National Council.

ARTICLE VIII
Revenue

1. Chapters shall collect an initiation fee of $2 from each new member and forward that initiation fee to the national treasurer. The chapters may charge such additional fees and dues as they see fit.

ARTICLE IX
Amendments

1. Amendments to this constitution shall be made only at a national convention by a three-fourths vote of the accredited delegates. Such proposed amendments must have been submitted to the various chapters at least ninety (90) days in advance of the national convention.
BY-LAWS  Pi Omega Pi

Article I, Government

Pi Omega Pi shall be governed between its national meetings by the National Council.

Article IV, Initiation

There shall be two services for candidates; a pledge service the plan of which shall meet the approval of the National Council; and the regular initiation service at which the pledge is granted full membership.

Article V, Officers and Government

1. The chapters with small membership may combine officers except that all specified duties must be delegated to a minimum of three officers. The local by-laws shall specify the duties of all officers. Reports to the national officers will be listed among the duties and powers of local officers. The method of nomination and election of officers should be given in the local by-laws.

2. Each chapter's by-laws must be approved by the National Council and be placed on file in the National President's office. After a chapter's by-laws have been approved by the Council, no changes may be made except as approved by the Council, no changes may be made except as approved by the Council or as revision is required by national constitution or by-laws changes. All changes in local by-laws must be submitted to the National President.

Article VI, Expenses to Convention

The National Council shall use such procedure as seems advisable with regard to delegate expenses to the meetings of the National Convention. Such arrangement will ordinarily be supervised by the National Treasurer.

Article VII, National Administration

The nominating committee shall consist of three sponsors of active chapters. This committee shall be appointed by the National President at least six months before each national delegate meeting. One nominee for each office is to be presented to the chapters at least three months before the national delegate meeting. Additional nominations may be made from the floor. Each nominee must be a member of an active chapter and be teaching on a campus where an active chapter is located. An officer may complete his term of office even though he may change jobs during that time.

(a) The duties of the president shall be to preside at the student delegate and Council meetings, to call Council meetings when he thinks advisable, and to guide, direct, and coordinate the work of the Council.

(b) The duties of the vice president shall be to perform the duties of the president in the absence of the president or at such times as the president may direct. He will be in charge of all local arrangements for the student delegate meetings.
(c) The secretary-historian shall secure annual reports from each active chapter, compile information for the annual reports for presentation to the National Council, keep minutes of all Council meetings and student delegate meetings. Copies of the minutes of student delegate meetings shall be sent to all chapters. Council meeting minutes shall be sent to Council members and points of interest to chapters sent to chapters.

(d) The duties of the treasurer shall be to receive national dues, to keep adequate records of such receipts, and make annual reports to the chapters. Membership reports will also be made to the chapters and as required by the Council. All payments will be made by check and upon authorization of the National President and/or the Council. All problems relating to jewelry will be handled by the Treasurer.

(e) The duties of the organizer shall be to handle all official inquiries regarding new chapters and to handle all installation and organization activity of a chapter through the first year of activity. The reorganization of the inactive chapters shall be the responsibility of the organizer.

(f) The duties of the editor shall be to prepare all publications. News items will be handled by the editor only through direction of the president.

(g) The immediate past president shall perform such duties as may be necessary for that of an ex-officio officer.

Article IX, Amendments

These by-laws may be amended by a three-fourth majority vote of the accredited delegates at any national convention provided the proposed amendments have been submitted to active chapters at least thirty (30) days before the National Convention.

Article X, Inactive Chapters

When a chapter has not reported the initiation of any new members for a period of three years, it shall be considered inactive. Upon re-application the chapter may be re-installed in the usual manner for new chapters, except that it shall retain its original Greek letter name and identification.

Article XI, Fiscal Year

The fiscal year for which the national organization reports are made shall be the calendar year (January 1 to December 31, inclusive.)
ADVANCE QUESTIONNAIRE
PI OMEGA PI

Institution __________________________________________ Location ____________________________

Number of faculty members on college staff ____________________________

Names of business education faculty members with their degrees and the institutions from which the degrees were received, and the professional associations to which each faculty member belongs:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Number of students enrolled in the college at the present time ____________

Number of students enrolled in a business teacher-training curriculum ___________

Number of hours in business subjects required for a major in the business teacher-training curriculum ____________

Number of hours in education subjects required for a major in the business teacher-training curriculum ___________

Number of graduates with majors in a business teacher-training curriculum during the past three years ___________

Is your school organized on the semester or quarter basis? ____________

Does your school offer graduate work in business teacher-training? ______

Names of accrediting associations to which college belongs:

__________________________________________________________________________

__________________________________________________________________________

What degree does your school confer? ________________________________
What organizations (such as commercial clubs, etc.) are now functioning specifically for students enrolled in your business teacher-training curriculum

Please attach a report of special library materials for the business teacher-training students. Please make this report under the headings of PERIODICALS, BOOKS, and OTHER LITERATURE. In connection with "periodicals," list both the bound volumes and those currently received. Under "books" and "other literature," list authors, titles, and dates of publication.

Please enclose a copy of the college catalog.

________________________________________
Name of your institution

a chapter of Pi Omega Pi, National Honorary Business Teacher Fraternity.

T.C. LIBRARY

(Signed)

(Official Capacity)