

# POLICIES AND PROCEDURES HANDBOOK



Today's students. Tomorrow's business professionals.

Adopted by the  
Business Professionals of America  
Minnesota Association  
Board of Directors  
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BUSINESS PROFESSIONALS OF AMERICA MINNESOTA ASSOCIATION  
POLICIES AND PROCEDURES HANDBOOK

I. Organization

- A. The purpose of this document is to provide consistent guidelines for local, regional and state chapter operations. The state association will follow all guidelines and procedures as outlined in the national and state constitutions and the chapter handbook, It's A New Year.
- B. The organization is governed by the Executive Board of Directors under the guidelines of the Lifework Development Division of the Minnesota Department of Children, Families, and Learning and is responsible for setting the governing policies of the organization. The State Supervisor for Lifework Development-Business Management/Administration shall serve as the official liaison between the Lifework Development Division of the Minnesota Department of Children, Families, and Learning in dealing with the organization.
- C. The administrative representative for the organization will be the Executive Director. The Executive Director is directly responsible to the Executive Board of Directors.
- D. Consideration shall be given to situations/conditions that arise where neither the national handbook nor state constitution policy or procedure has been established.
- E. A copy of the Constitution and By-Laws of the Business Professionals of America Minnesota Association Secondary Division is included in Appendix A.

II. Executive Board of Directors

- A. The Executive Board of Directors is the governing body of the state association and will manage all affairs of the organization.
- B. The Executive Board of Directors will consist of the following members: chair, vice-chair, secretary, a representative from each region, the CEAC (Workplace Skills Assessment Program) representative, the Minnesota Foundation for Student Organizations representative, and the President of the Business Professionals of America Minnesota Association Secondary Division chapter. The State Director shall serve as an ex-officio member.
- C. The advisors within each region will elect an Executive Board member and an alternate to represent the region. The Workplace Skills Assessment Program representative's term will coincide with their term as a member of the WSAP. The Minnesota Foundation for Student Organizations representative's term is a three-year term appointed by the Executive Director and is renewable by the Executive Director and/or the Board of Directors. The state officer's term will coincide with their term as a state officer. The elected terms will run from September 1 to August 31.

- D. The officers of the Executive Board of Directors shall consist of the chair, vice-chair, secretary and CEAC Rep, and will constitute the Executive Committee. Their duties are as follows:
1. The chair will preside over all meetings of the Executive Board, serve as special counselor for the Board as the occasion may demand, and otherwise represent the Association when necessary;
  2. The vice-chair will serve in the absence of the chair and perform such duties as the chair may direct. The vice-chair, along with the executive director, will be responsible for the receipt and disbursement of funds of the organization and will furnish an annual financial statement to the Board.
  3. The secretary will issue notices of all official meetings, distribute copies of such records to members, and perform such duties as the chair may direct.
  4. The CEAC Rep will serve as the association's representative and consultant for the Workplace Skills Assessment Program.
- E. The officers of the Executive Board of Directors will be elected annually by the Executive Board members. They will be elected on or before August 31 of each year. Upon election of the officer, that region will select another person to represent that region on the Board, not to exceed two representatives from each region. Officers eligible for second representatives shall include chair, secretary and CEAC representative.
- F. Qualifications of Board members include: teacher-coordinator, business simulation teacher-manager, teacher of career and technical education students and/or supervisor of career and technical programs, executive council members or business and office teacher educators.
- G. A quorum will consist of two-thirds of the voting Board members.
- H. The Executive Board of Directors will meet quarterly in regular session during the months of August, November, March, and May. The fiscal year begins July 1 and ends June 30. The Board reserves the right to call any special meetings as needed or to handle emergency items by teleconferencing.
- I. Each Executive Board of Directors member shall have one vote with the following exceptions: the chair, in the event of a tie, shall have full voting rights. Ex-officio members shall have no vote. The region alternate has no vote unless the Board member is not present, then the region alternate has one vote.
- J. Any Board vacancy occurring other than by expiration of the term shall be filled by the Board alternate from the region until such time as the region names a replacement. If the region identifies no alternate, the Executive Board of Directors will fill the vacancy. The Executive Board shall fill any other vacancies that may occur.
- K. The Executive Committee will have the power to act in matters pertaining to the methods of business operations for the organization between scheduled Board meetings. Board members shall be expected to attend each board meeting. If unable to do so, they must so inform their alternate and see that the alternate is fully informed on all issues.
- L. The Board of Directors is the governing authority to appoint committees and contract services as needed to handle the operations of the state organization.

III. Executive Director

- A. The duties of the Executive Director are as follows:
1. The Executive Director will be the administrative representative for the organization. He/she is directly responsible to the Executive Board of Directors.
  2. The Executive Director shall serve as the ex-officio member of the Executive Board of Directors and will furnish a report to the Board at each regularly scheduled meeting.
  3. The Executive Director, along with the Executive Board vice chair, will be responsible for the receipt and disbursement of finances for the organization and will furnish an annual financial statement.
  4. The Executive Director shall arrange for the awarding of recognition to Board members who have completed their term of office.
  5. The Executive Director shall be responsible for collecting state membership dues and keeping a database of membership.
  6. Provide administrative support that enables the state and local associations to operate according to the state and national constitutions and bylaws and within state policies and guidelines:
    - a. Answer telephone, e-mail, fax and correspondence relating to BPA
    - b. Maintain database of every school in each region of each area
    - c. Update map of all area and regional boundaries
    - d. Maintain contact with region advisors
    - e. Do printing jobs
    - f. Provide meeting space for meetings and conferences
    - g. Create and publish advisor handbooks and advisor newsletters that communicate the policies and guidelines of the local, state, and national organization
    - h. Provide support for regional leadership conferences
    - i. Maintain close working relationship with the Executive Board of Directors and advisors
  7. Conduct and manage:
    - a. Planning for region, state, and national conferences
    - b. State advisory committee meetings
    - c. Executive Board of Directors meetings
    - d. Fall leadership conferences
    - e. State leadership conferences
    - f. State participation at national leadership conferences
  8. Provide oversight regarding sound fiscal management policies and guidelines to ensure compliance with accepted accounting practices and sound association management; review state financial and bank statements; and develop and monitor state BPA budget.
  9. Plan and implement officer training for local, region, and state officers
    - a. Assist the Executive Council to develop their program of work
    - b. Participate in state officer activities when appropriate
  10. Work with instructors to gain the most from programs and BPA
    - a. Conduct in-service training for new chapter advisors
    - b. Provide professional development activities for experienced advisors

B. Other Duties of the Executive Director

1. Work closely with the national organization in developing and completing a meaningful program of work for the organization at local, region, state, and national levels.
  - a. Attend State Advisors Conference and other meetings as invited
  - b. Work with the national organization regarding new advisor orientation sessions
2. Seek creative and innovative approaches to remove those barriers that reduce the effectiveness of BPA; encourage participation of special populations in all aspects of the organization.
3. Promote membership growth and business partnerships through scholarships and grants.

C: Evaluation of the Executive Director

1. Personnel Committee will complete an evaluation of the executive director on a two-year cycle.
2. Personnel Committee will consist of the Board President, Board Secretary and a member-at-large.

IV. Task Forces and Standing Committees

- A. A Task Force shall be available to meet during the summer to develop, update programs and make recommendations helpful to the organization. Task force members may be Executive Board members, region chairs, and selected advisors or student members.
- B. Standing committees are appointed annually for a one-year term to carry out a committee charge as determined, in writing, by the Board chair and/or the executive committee. All standing committees shall be appointed by the Board chair.

V. Secondary State Association

- A. The association is an organization for local chapter organizations each operating in accordance with a charter granted by the state association.
- B. Membership
  1. The organization of any local school district within the state of Minnesota, which meets requirements as defined in the state constitution may be chartered as a member of the organization upon approval of the board.
  2. The membership year shall be September 1 through August 31, inclusive.
  3. Students previously or currently enrolled in a career and technical approved business/office program, and/or have a career interest in business and office occupations are eligible for membership.
  4. Each high school in Minnesota may roster multiple chapters if desired for Minnesota membership. Chapters may be categorized/rostered by grade, career focus, or class as determined most suitable by local chapter advisor.
- C. Dues
  1. Local chapter advisors shall submit state membership dues to the state association by established deadlines each year. State membership lists may be amended and dues paid to include new members each year by the deadline dates established.

2. Annual dues for membership shall be established by the Executive Board of Directors. For additional information on dues, refer to the current membership dues packet.

D. Voting Rights and Privileges

1. Local chapters who are members of the association shall exercise their voting privilege through voting delegates at the annual fall meeting of the association.
2. The allocation of voting delegates shall be established each year by the Executive Board of Directors.

E. Officers

1. Officers for the Secondary Division shall be elected by the voting delegates present at the annual Fall meeting of the association.
2. Officers shall consist of President, Executive Vice President, Executive Secretary, Executive Treasurer, Executive Parliamentarian, and Executive Historian.
3. Officers elected will hold office from the time of the election to the time of the next election the following year. Refer to Section VI, A8 of this manual for State Officer Candidate Information.

F. State Executive Council

The State Executive Council will be made up of the state officers and region presidents. They will meet three times a year to plan conferences, receive leadership training, and set goals for the association.

G. Meetings

1. The annual meeting shall be called the Fall Leadership Conference.
2. All meetings shall be conducted under the procedures outlined in the most recent edition of Robert's Rules of Order.
3. A quorum shall consist of a majority of the registered voting delegates.

H. The Duties of the Chapter Advisors are as Follows:

1. Assist and direct students in the operation of their local chapter.
2. Be responsible for supervision of delegates from their chapter at local, regional, state, and national conferences.
3. The business instructor will serve as the advisor of the local chapter.
4. Compile a membership roster and submit dues to state and national designees by designated date.
5. Submit conference registration(s) by designated date.
6. Encourage students to dress professionally using guidelines as stated in the state and national registration packets.
7. At competitive events conferences, chapter advisors will be assigned responsibilities and will perform those duties as assigned.

I. Finances

1. Local associations will be responsible for the collection and payment of state and national dues.
2. The Executive Director and the Vice Chair of the Executive Board of Directors will be responsible for the receipt and disbursements of finances and will furnish an annual financial statement to the Board of Directors.
3. The Executive Director will be responsible for the control and expenditures of funds of the association.....

J. Regions

1. The association will be divided into regions, each region with its own governing council of officers. The President of each region will be a member of the State Executive Council. (See the current Minnesota BPA High School Directory for an updated listing of schools by Region.)
2. Region realignment must be beneficial to students rather than to advisors, and chapters requesting a transfer from one region to another should present to the Executive Board of Directors by July 1: 1) a list of reasons for the request; 2) written agreement from present region chair; and 3) written agreement from the region you wish to join. Upon receipt, the Board will act accordingly in the best interest of the school and the association in general.
3. In the event of a chapter being located on the border between regions, the chapter shall be a member of the region from which it draws most of its students.
4. A region chair will be selected from among the regional advisors to coordinate the regional activities.
5. Students participating in regional leadership conferences/competitive events must be paid state association members.

VI. Professional Activity and Development

A. Fall Leadership Conference

1. The purpose of the Fall Leadership Conference is to provide students with the opportunity to:
  - a. Participate in educational seminars and workshops
  - b. Participate in leadership training designed to conduct the business of the association.
  - c. Elect student officers
  - d. Hear prominent speakers
  - e. Make recommendations regarding organization policies
  - f. Transact business of the association
2. The Executive Director shall have the authority and responsibility to conduct and manage the Fall Leadership Conference.
3. Finances
  - a. The Fall Leadership Conference is a self-supporting conference. Income in excess of expenses shall become funds of the state association.
  - b. Registration fees for the Fall Leadership Conference shall be sent to the Executive Director at a date determined and sent with registration materials.
4. Attendance eligibility and responsibility
  - a. Attendance is open to all members and advisors as defined by the Executive Board of Directors.
  - b. Those eligible to attend and the registration fees shall be determined annually.

5. Registration and Refunds

- a. Registration for the Fall Leadership Conference is determined by the Executive Board of Directors.
- b. All requests for refunds postmarked on or before 14 days prior to the FLC shall receive 75% refund. No requests for refunds shall be honored after that date.
- c. Substitutions are allowed. Each chapter advisor is responsible for making all cancellations and/or substitutes with the hotel.
- d. All conference registration materials must be received by the registration deadline date established to be charged the regular registration fees.
- e. All registration material received after the deadline date shall be charged a late registration fee as determined by the Executive Board of Directors.

6. Code of Conduct

The Code of Conduct will be reviewed each year and will be sent out with the registration materials.

Each delegate attending the Business Professionals of America Leadership Conference is to read and abide by the following:

- a. Identification tags must be worn by conference attendees to all conference sessions and functions.
- b. Smoking or use of tobacco is prohibited at all conference functions and in function areas.
- c. Students should attend all sessions of a conference function unless assigned to another activity by the local advisor. Students should make their advisors aware of their whereabouts at all times.
- d. Curfew will be posted in the official conference program. All students must be in their assigned rooms at curfew.
- e. The conference is an approved school function, and the association will not permit the use or possession of alcoholic beverages in any form at any function of the conference. Possession includes having knowledge of the presence of alcohol in any area (including hotel rooms) during the conference.
- f. The conference is an approved school function, and the association will not permit the use or possession of illegal drugs in any form at any function of the conference. Possession includes having knowledge of the presence of drugs in any area (including hotel rooms) during the conference.
- g. Any person causing property damage or injury to another person may be subject to prosecution, restitution of damages and/or dismissal from the conference.
- h. Guests are allowed only upon approval of the local advisor. All guests must follow the Code of Conduct of the association while attending activities. No guests are allowed on any sleeping room floor.
- i. Proper business attire is required at all sessions, events or functions of the association, unless specifically stated otherwise in the conference program.
- j. Violations of the Code of Conduct are subject to immediate dismissal for the association activity, notification of parents and notification of school administration.

- k. It is recommended that the chapter have one chaperone for every 10 students attending the conference.
- 7. Advisor Responsibility
  - a. Advisors shall be responsible for submitting the appropriate registrations materials on time.
  - b. Advisors shall also be responsible for chaperoning students and assisting in leadership training. The professions' code of ethics shall apply when chaperoning students.
- 8. State Officer Elections/Application Procedure
  - a. Those students interested in seeking a state office are to submit the following: officer candidate application form, officer candidate worksheet, officer candidate preference form, state officer agreement form, and grade transcripts.
- 9. State Officer Elections/Election Procedures
  - a. There will be no additions made in the listing of state officer candidates at the Fall Leadership Conference.
  - b. Candidates who successfully complete the application process by the deadline will be approved to seek a position as a state officer and take the official state officer candidate exam.
  - c. All required forms are necessary to be slated and must be mailed in one complete set.
  - d. Candidates will not be screened into a specific office or campaign for a specific office. All candidates will campaign to be elected as one of the current state officers.
  - e. Upon arrival at the Fall Leadership Conference, candidates will be required to take an official exam. To continue as a candidate, they must achieve a minimum of 70% competency on this exam. All questions will be derived from the information on the original candidate worksheet included in the state officer candidate packet. (After the candidate has submitted the complete application including the completed worksheet, chapter advisors will receive an answer key for the worksheet.)
  - f. The official slate of candidates will be announced at the end of the Opening General Session.
  - g. The candidate who receives the greatest percentage of votes in the election at the Fall Leadership Conference will receive the office of his/her first choice. (See State Business Professionals of America Office Preference Form.) The second highest vote getter will receive his/her first choice of office unless it was previously filled by the highest vote getter. In that case, they will receive their 2<sup>nd</sup> choice of office. This procedure will continue until all six offices are filled.
- 10. State Officer Elections/State Primary Election
  - a. A primary election will be held if there are more than 12 candidates to determine the final 12.
  - b. All voting in the primary election will be done by secret ballot at a voting booth location as announced in the conference program booklet.
  - c. Primary voting will be held the first evening of the conference.
  - d. Delegates are to vote for their top six choices. Ballots that have been re-marked will be disqualified.

- e. The top candidates to continue in the election procedure will be posted later that evening.
11. State Officer Elections/General Election
- a. Once Official Voting Delegate Sessions are called to order, delegates may not leave the session.
  - b. Delegate voting for the general election will be done by secret ballot. Ballots will be distributed to the head voting delegate at the beginning of the general election, who in turn will distribute them to the voting delegates. The ballot will be marked by the voting delegate and passed to the head voting delegate.
  - c. Each voting delegate is to vote for his/her top six choices. Ballots that have been re-marked will be disqualified.
  - d. In case of a tie vote, the Official Candidate Test score will be used to determine the winner.
12. State Officer Elections/How to Apply
- a. The candidate must submit to the Business Professionals of America, MN Association Executive Director, a candidate packet with the nomination form, by the stated deadline.
  - b. The candidate must complete and submit the Officer Candidate Worksheet.
  - c. The candidate and local advisor must complete and submit the State Officer Agreement Form.
  - d. The candidate must review the campaign and election procedures and be familiar with them.
  - e. A copy of an official school transcript or a letter from the local chapter advisor or school administrator must be attached with the application materials.
  - f. All materials will be submitted to the state office by published deadline date prior to the FLC.
  - g. A copy of all candidate application materials is to be submitted to the region chair at the same time as original application.
13. State Officer Elections/Requirements & Eligibility Of All Officer Candidates
- a. All candidates will take a written exam at the beginning of the FLC. Potential candidates must score at least 70% on the exam administered in order to be slated as an official candidate and continue actively campaigning.
  - b. The candidate must be a full-time student and enrolled in a business course during the current year.
  - c. The candidate must be certified in writing to be of average scholastic ability by the local advisor and/or a local school official.
  - d. The candidate for any office of the Secondary Division must be an active member in good standing of Business Professionals of America, Minnesota Association, and the local affiliated chapter.
  - e. The candidate should have a business occupation career objective.
  - f. Two candidates per school are allowed to seek a state office.
  - g. In the event a candidate who is currently holding regional office is elected to a state office, the state officer will resign from the regional office. The

individual regions will decide upon the method of replacing this officer at the regional level.

14. State Officer Elections/All State Officers Must Be Able To Fulfill The Following:
  - a. Should be prepared to meet all of the prescribed duties and responsibilities as stated in their division's constitutional by-laws.
  - b. Must attend officer-training sessions following their installation as officers. (Approximate time requirement is 2 days.)
  - c. Must attend the State Spring Leadership Conference during their term of office. (Approximate time requirement is 4 days.)
  - d. Should attend the National Leadership Conference during their term of office. If attending, they MUST serve as a Minnesota Voting Delegate. (Approximate time requirement is 5 days.)
  - e. Must attend the Fall Leadership Conference during term of office as scheduled by the State Association. (Approximate time requirement is 3 days.)
  - f. Must attend local activities as assigned and approved by the State Office.
  - g. Must attend officer meetings throughout their term of office as called by the President or Executive Director.
  - h. Shall assist in the planning, organization, operation, and evaluation of all Minnesota Secondary Business Professionals of America activities.
  - i. Shall promote the growth and development of Business Professionals of America in the State of Minnesota in accordance with the Program of Work established by the State Officer Team and shall be available as necessary in promoting the general welfare of Business Professionals of America.
  - j. Must submit 5<sup>th</sup> of the Month Reports documenting all monthly activities and accomplishments to the State Office.
  - k. Must maintain close contact with the State Executive Director.
15. Failure to attend noted required activities would lead to discussion of resignation of state office.
16. In case of resignation, with the exception of State President, whose position shall automatically be offered to the State Executive Vice President, the office shall be filled by the next eligible candidate who ran for state office, as approved by the Executive Council President. If there are no remaining candidates, nominations shall be accepted from advisors, the Executive Council, or the Executive Board of Directors.
17. If at the close of applications for state office, there are not enough candidates, the Executive Director will contact each regional chair and inform them of the condition and allow additional candidate materials to be submitted up to seven (7) days prior to the FLC.
18. Reimbursement for State Officers
  - a. The state association pays for the registration and hotel fees for state conferences.
  - b. Meals are reimbursed at the following rates: breakfast, \$5; lunch, \$6; and dinner, \$7. Snacks are not reimbursed.
  - c. Transportation for state-called meetings and/or travel as a representative of the association will be reimbursed at 15 cents per mile.

- d. Telephone calls will be reimbursed at actual cost based on a maximum of a three-minute call.
  - e. Postage will be reimbursed at the actual cost.
  - f. No other costs will be reimbursed without prior approval.
  - g. Receipts are required for reimbursement.
- B. Spring Leadership Conference
- 1. The purpose of the Spring Leadership Conference is to provide students with the opportunity to:
    - a. Compete in a variety of Workplace Skills Assessments
    - b. The Executive Director shall have the authority and responsibility to conduct and manage the Spring Leadership Conference
  - 2. Finances
    - a. The Spring Leadership Conference is a self-supporting conference. Income in excess of expenses shall become funds of the state association.
    - b. Registration fees for the Spring Leadership Conference shall be sent to the Executive Director at a date determined and sent with registration materials.
  - 3. Attendance Eligibility and Responsibility
    - a. Regional conference participation is required for a student to participate at the state level. Participation means participating in Workplace Skills Assessments, special awards, being on a committee or some other meaningful activity. If the student was registered and had paid a fee for the conference, the intent was to participate; therefore, they should be allowed to participate at the state Spring Leadership Conference.
    - b. Each student attending shall:
      - (1) Be an active paid member of the association
      - (2) Have approval of school administration
      - (3) Have approval of the chapter advisor
      - (4) Have approval of parents or guardians unless student is of legal age
  - 4. Registration and Refunds
    - a. It shall be the responsibility of the advisor or designated person, to:
      - (1) Register the local chapter delegation
      - (2) Certify that each member of the local delegation meets the eligibility requirements
      - (3) Allow only the number of entries in a workplace skills assessment event as allowed by current guidelines
      - (4) Complete the workplace skills assessment event registration form and determine that no more than the allowed number of entries are submitted for each event
      - (5) Follow all workplace skills assessment guidelines
    - b. A 75% refund on registration will be made on cancellations submitted and received on or before two weeks of the conference opening date.
    - c. No refund for cancellations after the two-week deadline. Substitutions are allowed. Each chapter advisor is responsible for making all cancellations and/or substitutions with the hotel.
    - d. All conference registration materials must be received by the registration deadline date established to be charged the regular registration fees.

- e. All registration material received after the deadline date shall be charged a late registration fee as determined by the Executive Board of Directors.
- 5. Code of Conduct
  - The Code of Conduct will be reviewed each year and will be sent out with the registration materials. The Code of Conduct reads as follows:  
Each delegate attending the Business Professionals of America Leadership Conference is to read and abide by the following:
    - a. Identification tags must be worn by conference attendees to all conference sessions and functions.
    - b. Smoking or use of tobacco is prohibited at all conference functions and in function areas.
    - c. Students should attend all sessions of a conference function unless assigned to another activity by the local advisor. Students should make their advisors aware of their whereabouts at all times.
    - d. Curfew will be posted in the official conference program. All students must be in their assigned rooms at curfew.
    - e. The conference is an approved school function, and the association will not permit the use or possession of alcoholic beverages in any form at any function of the conference. Possession includes having knowledge of the presence of alcohol in any area (including hotel rooms) during the conference.
    - f. The conference is an approved school function, and the association will not permit the use or possession of illegal drugs in any form at any function of the conference. Possession includes having knowledge of the presence of drugs in any area (including hotel rooms) during the conference.
    - g. Any person causing property damage or injury to another person may be subject to prosecution, restitution of damages and/or dismissal from the conference.
    - h. Guests are allowed only upon approval of the local advisor. All guests must follow the Code of Conduct of the association while attending activities. No guests are allowed on any sleeping room floor.
    - i. Proper business attire is required at all sessions, events or functions of the association, unless specifically stated otherwise in the conference program.
    - j. Violations of the Code of Conduct are subject to immediate dismissal for the association activity, notification of parents and notification of school administration.
    - k. It is recommended that the chapter have one chaperone for every 10 students attending the conference.
- 6. Advisor Responsibility
  - a. Advisors shall be responsible for submitting the appropriate registrations materials on time.
  - b. Advisors shall also be responsible for chaperoning students and assisting as designated in the WorkPlace Skills Assessment events.
  - c. The professions' code of ethics shall apply when chaperoning students.

7. Workplace Skills Assessments
  - a. The Workplace Skills Assessment Program will be authorized by the Executive Board of Directors. (See the current Workplace Skills Assessment Guide.)
  - b. Workplace Skills Assessments may include those events offered at the national level and those events offered only at the state level.
  - c. Students must have qualified through the regional competitive events program to become eligible for state competition.
  - d. There will be no ties in any of the state contests. Contest judges and/or administrators will break all ties.
  - e. Students must meet eligibility standards for national competition when competing at the state level, regardless of regional qualifications.
  - f. The number of entries advancing from regional competition to state competition shall be established annually by the Executive Board of Directors.
  - g. The results of all contest winners reached by the judges and/or administrators are final.
  - h. Students may be disqualified from competition for violating the Code of Conduct.
8. State Only Contests.
  - a. Minnesota sponsors two state only events: Spelling Team and Knowledge Bowl.
  - b. Five chapters from each region may participate in the Spelling Team; and two teams per region are allowed to compete in the Knowledge Bowl.
9. Awards and Recognition—Workplace Skills Assessments and Special Awards
  - a. The Executive Director shall compare prices and quality of awards from different vendors and use discretion in purchasing them.
  - b. The number of contestants recognized in the Workplace Skills Assessment Program shall be determined annually by the Executive Board of Directors.
  - c. Special awards may be presented for chapter involvement in nationally sponsored areas, state special projects, individual recognition award programs, service to the association as a board member, judge, speaker, contest administrator, or as determined by the Executive Board of Directors.
10. National Officer Candidate Selection Process
  - a. Each region may nominate two candidates for consideration for national officer candidacy by the deadline established.
  - b. Candidates must meet all criteria for national officer positions and the criteria for the Minnesota State Officer Candidate Guidelines.
  - c. A letter of intent must be submitted to the Executive Director by the established deadline date.
  - d. Two candidates may run for the six national officer positions plus one candidate for Western Region Vice President. Candidates must pass a test to be eligible to run for a national office.
  - e. Recommendations for the national officer candidates will be made by the Screening Committee with the final decision being made by the Executive Director.

- f. Candidates for national office must be accompanied to the conference by a local chapter advisor and a minimum of two to three local chapter members.
  - g. Campaign costs will be paid for by the local chapter up to the limits established for national officer candidates.
- C. National Leadership Conference
- 1. The purpose of the National Leadership Conference is to provide students with the opportunity to:
    - a. Participate in educational seminars and workshops.
    - b. Hear nationally prominent speakers.
    - c. Elect student officers.
    - d. Compete in a variety of workplace skill assessments.
    - e. Make recommendations regarding association policies.
    - f. Participate in general assemblies designed to conduct the business of the association.
    - g. Transact business of the association.
  - 2. Finances
    - a. The National Leadership Conference is self-supported from registration fees paid by the attendees.
    - b. The state association shall establish a registration deadline for National Leadership Conference registrations.
    - c. Late registration fees, as determined by the Executive Board of Directors, or national staff, shall be charged for each registration received after the established date. Payment is required.
  - 3. Attendance Eligibility and Responsibility
    - a. A ratio of one advisor to ten students is required at the National Leadership Conference.
    - b. Each student attending shall:
      - (1) Be an active paid member of the association
      - (2) Have approval of school administration
      - (3) Have approval of the chapter advisor
      - (4) Have approval of parents or guardians unless student is of legal age
      - (5) Be actively participating in the conference as a competitor, special award recipient, local, regional or state officer, officer candidate, campaign worker, voting delegate, Ambassador Torch Award recipient, or in some capacity as identified by the local advisor.
  - 4. Registration and Refunds
    - a. All registrations, including lodging, must be processed through the state office by the established registration deadline date.
    - b. All requests postmarked on or before 14 days prior to the NLC shall receive 75% refund. No requests for refunds shall be honored after that date.
    - c. Minnesota charges an association fee to cover the costs involved for our state to participate at the NLC. It includes special mailings, postage, materials, trading pins, awards ceremony item, a conference T-shirt, and other items.

- d. All conference registration materials must be faxed, e-mailed, or marked first class and postmarked by the registration deadline date established to be charged the regular registration fees.
  - e. All registration material received after the deadline date shall be charged a late registration fee as determined by the Executive Board of Directors.
5. Code of Conduct
- The Code of Conduct will be reviewed each year and will be sent out with the registration materials. The Code of Conduct reads as follows:  
Each delegate attending the Business Professionals of America Leadership Conference is to read and abide by the following:
- a. Identification tags must be worn by conference attendees to all conference sessions and functions.
  - b. Smoking or use of tobacco is prohibited at all conference functions and in function areas.
  - c. Students should attend all sessions of a conference function unless assigned to another activity by the local advisor. Students should make their advisors aware of their whereabouts at all times.
  - d. Curfew will be posted in the official conference program. All students must be in their assigned rooms at curfew.
  - e. The conference is an approved school function, and the association will not permit the use or possession of alcoholic beverages in any form at any function of the conference. Possession includes having knowledge of the presence of alcohol in any area (including hotel rooms) during the conference.
  - f. The conference is an approved school function, and the association will not permit the use or possession of illegal drugs in any form at any function of the conference. Possession includes having knowledge of the presence of drugs in any area (including hotel rooms) during the conference.
  - g. Any person causing property damage or injury to another person may be subject to prosecution, restitution of damages and/or dismissal from the conference.
  - h. Guests are allowed only upon approval of the local advisor. All guests must follow the Code of Conduct of the association while attending activities. No guests are allowed on any sleeping room floor.
  - i. Proper business attire is required at all sessions, events or functions of the association, unless specifically stated otherwise in the conference program.
  - j. Violations of the Code of Conduct are subject to immediate dismissal for the association activity, notification of parents and notification of school administration.
  - k. It is recommended that the chapter have one chaperone for every 10 students attending the conference.
6. Advisor Responsibility
- a. Advisors shall be responsible for submitting the appropriate registration materials on time.

- b. Advisors shall also be responsible for chaperoning students, fulfilling proctoring assignments, and assisting in leadership development. The professions' code of ethics shall apply when chaperoning students.
- 7. Workplace Skills Assessment Program
  - a. The Workplace Skills Assessment Program shall be authorized by the Executive Board of Directors. (See the current WorkPlace Skills Assessment Guide.)
  - b. Students must have qualified to compete in national workplace skills assessments through the state competition.
  - c. Students must meet all eligibility standards for national competition.
  - d. The state association shall develop a procedure for identifying qualified competitors attending the national conference.
- 8. Reimbursements
  - a. No reimbursement is made for meals, transportation, or other incidental costs.
- D. State Meetings
  - 1. Board of Directors
    - a. The Executive Board of Directors shall meet quarterly to conduct the business of the association.
  - 2. State Officers and Executive Council
    - a. The state officers shall meet for leadership development training under the direction of the Executive Director.
    - b. The program of action for the state officers and region presidents shall be prepared during the training sessions and a report shall be made to the Executive Board of Directors.
  - 3. Task Forces
    - a. A task force may meet during the summer for the purpose of developing and updating materials, making proposals and recommendation for the improvement of the association.
    - b. Task force members may be members of the Board of Directors, Region Chairs, selected advisors, or students.
  - 4. Local Advisors
    - a. The local advisors/sponsors may hold a meeting prior to the Board of Directors annual meeting. The agenda and physical arrangements shall be developed by the Executive Director in consultation with the Board Chair.
  - 5. Other Meetings
    - a. Other meetings deemed necessary, as approved by the Board of Directors, may be held throughout the year. These meetings may include state officers, region presidents, local advisors, board members, and local chapters.
  - 6. Operational Procedures
    - a. Responsibility
      - (1) The Executive Director, in cooperation with the chair of the Board, shall plan the annual meeting and activities.
      - (2) Committee chairs shall be responsible for committee reports to the Board.

- (3) The Executive Director shall prepare a Director's report to the Board of Directors for each Board meeting.
- b. Financing
  - (1) Legitimate authorized expenses of state officers and executive council representatives shall be paid out of the annual budget.
  - (2) It shall be the responsibility of the local district to support expenses of board members and region chairs.
  - (3) Expenses of state staff shall be paid from budgeted funds only upon approval of the Board of Directors as occasion may demand.
- c. Site Selection
  - (1) The annual meeting site shall be selected by the Executive Director and the Board chair.
  - (2) The Executive Director shall be responsible to select suitable accommodations for association meetings with Board approval.
- E. Regional Meetings and Conferences
  1. The purpose of regional conferences is to provide members of the association in a geographic region the opportunity to:
    - a. Elect regional officers.
    - b. Participate in educational seminars and workshops.
    - c. Hear prominent speakers.
    - d. Develop leadership training.
    - e. Make recommendations regarding policies.
    - f. Transact regional business of the association.
    - g. Participate and compete in regional competitive events.
  2. The regional chair, the regional executive committee and the regional officers shall have the authority and responsibility to conduct and manage regional conferences, including:
    - a. Determining the need for the conference.
    - b. Selecting the conference site.
    - c. Setting the date for the conference.
    - d. Planning and executing the program of activities.
  3. Finances
    - a. Each conference shall be entirely self-supporting.
    - b. Regional expenses shall be determined and paid by the participating local members or chapters.
    - c. It shall be the responsibility of the regional chair, regional executive committee, regional treasurer and advisor to prepare a budget, arrange for operating account(s), prepare financial and tax reports as necessary and to conduct any other business as deemed necessary.
- F. Additional Professional Activity
  1. It shall be the policy of the association to have representatives such as business and education officials at association conferences and related meetings in order to carry on a public relations program beneficial to the association.
  2. The Executive Director or other designated official shall be responsible and plan for appropriate representatives. In some situations, the Board Chair or Region Chair may be consulted.

VII. Financial Structure and Related Activities

A. Responsibility

1. The Executive Board will be responsible for the approval of expenditures of funds of the association.
2. The Executive Director and Executive Board Vice Chair will furnish an annual financial report and budget.
3. The Executive Director and Executive Board Vice Chair will review the financial reports and budgets and propose changes as deemed necessary.

B. Income

1. Income for the association is derived from collection of state membership dues, conference registration fees, interest from investments, royalties and the sale of association related materials. Local chapters are the major source of income to the state association.
2. Two grants are generated through the Appropriation Bill for the Minnesota Foundation for Student Organizations based upon membership. These funds go to offset the operational budget.

C. Expenses

1. The Board will be reimbursed according to the rules and regulations established by the Board of Directors.
2. State officers will be reimbursed for part of their expenses for attending or serving in some capacity for association activities as approved by the Executive Director.
  - a. A process shall be established for reimbursement of officer expenses.
  - b. The state officers shall be allocated a budget by the Executive Board of Directors to complete their program of activities.
3. Committees are reimbursed the same as for Board members.

D. Financial Reporting

1. The Executive Director and the Executive Board Vice Chair will act as financial agents for the association.
2. The association account will be audited annually by board members.

E. Operational Procedures

1. The Executive Director will process all income and expenses of the association.
2. Excess funds may be placed in accounts bearing interest that must be covered by federal deposit insurance programs.
3. Any proposed changes in a policy and/or procedure must be presented in writing and added to the agenda at an Executive Board of Directors meeting and approved by a majority of its members.

VIII. Changes to Policies and Procedures

- A. Any Business Professionals of America member may submit a recommendation(s) for change(s) to any policy or procedure in writing to the Executive Board of Directors.
- B. The Executive Board of Directors will take the recommendation(s) under advisement and make a final decision on any changes. A response will be made in writing to the person making the recommendations after a Board decision has been reached.

IX. Disclaimer

It is the policy of Minnesota Business Professionals of America Chapter that no person on the basis of race, color, religion, national origin, or ancestry, age, sex, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which it is responsible.

# **Appendix A**

## Constitution

## CONSTITUTION

### BUSINESS PROFESSIONALS OF AMERICA MINNESOTA ASSOCIATION SECONDARY DIVISION

#### PREAMBLE

With the identification of business and office occupations as an area of vocational education, it has become necessary to provide youth group experiences for students participating in business and office education programs.

Leadership development through youth groups can be effective in strengthening vocational education for business and office occupations. It is deemed essential that:

1. There be established a vocationally oriented youth group to serve the needs of those receiving initial, refresher, or upgrading office education.
2. This organization be an identifiable part of the vocational education curriculum preparing students for business and office occupations.
  3. The organizational pattern facilitates the use of existing youth groups as an integral part of the educational pattern for business and office occupations as established in law and the State Plan for Vocational Technical Education.
4. This organization provides a means for individual chapters to establish their youth groups and to participate as members of a state youth group serving the educational needs of business and office occupations education students.

#### ARTICLE 1 - NAME

The name of this organization shall be "Business Professionals of America, Minnesota Association, Secondary Division."

#### ARTICLE II - PURPOSES

The purpose of this organization shall be:

1. To assist chapter members in the growth and development of their purposes.
  2. To unite in a common bond without regard to race, creed, or national origin of students enrolled in classes with office employment as their objectives.
3. To develop leadership abilities through participation in vocational education, civic, recreational and social activities.
4. To assist students in establishing realistic training and employment objectives.

5. To create enthusiasm for learning.
6. To promote high standards in ethics, workmanship and scholarship.
7. To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic processes.
8. To develop competent, aggressive business and office education leadership.
9. To aid students in defining their employment objectives
  10. To promote understanding and appreciation for the responsibilities of citizenship in our free competitive enterprise system.
  11. To develop and strengthen confidence in themselves and their work.
  12. To develop character train for citizenship and foster patriotism.
  13. To foster practical application of business and office education through competition.

### ARTICLE III - ORGANIZATION

Section 1. The association is an organization of local chapter of vocational student organizations in the State of Minnesota, each operating in accordance with a charter granted by the state association.

Section 2. The administration of the organization will be vested in the Executive Board of Directors.

Section 3. The vocational student organization is governed under its articles of incorporation and code of regulations.

Section 4. The organization will be divided into regions. Each region will determine its own governing council of officers. The president or designated representative of each region will be a member of the State Executive Council.

Section 5. A region chairperson will be selected from among the regional advisors to coordinate the regional activities.

### ARTICLE IV - MEMBERSHIP

Section 1. The association of any local chapter in the State of Minnesota may be chartered as a member of the state association upon approval of the Executive Board of Directors.

Section 2. The members of the association shall be the chartered local chapters. The association will consist of the chartered chapters located within Minnesota, and each chapter will consist of student members and an adult advisor.

Section 3. The state association will recognize individual memberships only through their local association, which consists of the local advisor(s) and active student members. Individual membership of local associations will be recognized as active members.

ACTIVE MEMBERS shall be students enrolled in a high school program of business and office education as approved by the State Department of Education, or have been enrolled in a high school program of business and office education as approved by the State Department of Education and have a business career objective.

PROFESSIONAL MEMBERS may be persons associated with or participating in the professional development of the association as approved by the State of Minnesota. Such members may include teacher-coordinators, model office teacher-managers, business and office instructors, teacher educators, state supervisors of business and office education; and others willing to contribute to the state association growth and development. Professional members will pay dues as established by the state association but will be ineligible to serve as a state voting delegate, hold state office, or otherwise represent their local chapter in the state association.

HONORARY LIFE MEMBERS may be individuals approved by the Executive Council and the Executive Board of Directors.

ALUMNI MEMBERS will be former student members of OEA/Business Professionals of America desiring to continue serving and participating in state association activities. Alumni members will pay dues as established by the state association but will be ineligible to serve as a state voting delegate, hold state office unless elected while a secondary member or otherwise represent their local chapter in the state association.

Section 4. Application for Membership. Any local advisor of business and office education may apply for membership through the Executive Director of the state association by submitting a letter requesting the issuance of a charter for the local association and including: a copy of the constitution and by-laws, a list of local members, a list of local officers, a remittance to cover state and national dues for each chapter member. The Executive Director will notify the chapter making application of their eligibility.

Section 5. Local Associations in Good Standing. All local associations may be considered in good standing if they meet the following requirements each school year: have active local members of the state association, paid state dues as required, and file reports and records as the Executive Board of Directors and/or the Executive Director may set.

#### ARTICLE V - VOTING

Local associations who are members of the state association shall exercise their voting privilege through state voting delegates at the State Leadership Conference. The

Executive Board of Directors will decide the allocation of the voting delegates and state officer candidates each year. A quorum shall consist of a majority of those voting.

#### ARTICLE VI - OFFICERS

Section 1. Officers shall be elected by plurality vote of the voting delegate at the State Leadership Conference of the association, and shall consist of a President, Executive Vice President, Executive Secretary, Executive Treasurer, Executive Parliamentarian and Executive Historian.

Section 2. These officers, along with the Region Presidents shall be known as the Executive Council.

Section 3. Officers elected at the State Leadership Conference will take office at the Conference and hold that office until the following year's Conference.

#### ARTICLE VII – MEETINGS

Section 1. State Leadership Conferences may be held each year, with the time and place to be selected by the Executive Board of Directors. The Fall State Conference shall be the official annual meeting of the association.

Section 2. The most recent edition of Robert's Rules of Order will govern parliamentary procedure of all meetings.

#### ARTICLE VIII - ADVISORS

Section 1. The business instructor will serve as the local advisor of the local chapter.

Section 2. Advisory committees to assist the state association growth and development may be appointed as deemed necessary by the Executive Board of Directors.

Section 3. The Executive Council of the State association will be responsible for the control and expenditure of Executive Council Funds of the state association.

#### ARTICLE IX – FINANCES

Section 1. Local chapters will be responsible for the collection and payment of state and national association dues.

Section 2. The Executive Director and the Vice Chairperson of the Board of Directors of the association will be responsible for receipt and disbursement of funds and will furnish an annual financial statement of the state association expenditures and receipts.

Section 3. The Executive Board of Directors will be responsible for the control and expenditure of funds of the state association.

Section 4. The Executive Council of the state association will be responsible for the control and expenditure of Executive Council Funds of the state association.

#### ARTICLE X – EMBLEMS AND COLORS

Section 1. The state association shall adopt and use nationally approved emblems and other identifying materials as approved by the national association.

Section 2. The state association shall adopt and use nationally approved colors in promotion of the association.

#### ARTICLE XI – AMENDMENTS

To amend this constitution, the proposed amendment must be presented in writing by a local chapter or region through its voting delegates, to the Executive Council of the state association. This council has the responsibility to correct the proposed amendments but must not alter its purpose. The council chairperson will present the amendments to the Executive Board of Directors, where it must be approved by a majority vote. Upon approval, the amendments must be published and submitted to all chapters 30 days prior to the next scheduled official business meeting and requires a three-fourths approval by all state voting delegates.

#### ARTICLE XII – RULES, REGULATIONS, AND BY-LAWS

Section 1. Each local chapter will adopt such rules, regulations, and by-laws as are deemed necessary by the chapter members, the local advisor, local administration, and state constitution as set forth by the Executive Board of Directors.

# **Appendix B**

## By-Laws

## **BY - LAWS**

### **ARTICLE 1 – THE EXECUTIVE COUNCIL**

Section 1. The Executive Council of the state association will be composed of the State Officers, Regional Presidents or designated Regional Representatives in lieu of a president. The Executive Director shall serve as an ex-officio member. It shall be the duty of the Executive Council to plan for the welfare of the state association, to represent and to act for the secondary division as occasions may demand. The Executive Director shall serve as the state advisor.

Section 2. Student state officers and regional representatives will be elected annually by the voting delegates, and serve on the state association Executive Council.

Section 2. The Executive Council will make recommendations to the Executive Board of Directors with respect to the association. One Executive Council member will serve as a voting member of the Executive Board of Directors.

### **ARTICLE II – QUALIFICATIONS FOR STATE OFFICE**

Section 1. Only active members will be eligible for state office.

Section 2. To be eligible for state office, candidates must meet the qualifications as established by the Executive Board of Directors. The Executive Director or designated committee will review and determine the eligibility of the candidates. Candidates determined eligible by the Executive Director or designated committee will be allowed time to address the assembly at the annual meeting.

Section 3. Upon gaining approval of the Executive Director and/or a designated committee to campaign for an office, failure to abide by the rules and regulations may result in disqualification.

### **ARTICLE III - DUTIES OF STATE EXECUTIVE COUNCIL**

All officers will make themselves available, as necessary, to promote the general welfare of the state association; will attend all Executive Council meetings; will attend all leadership training sessions as directed by the Executive Director and/or State Advisor; and will attend all state conferences. State officers may also attend the Annual National Conference

#### **PRESIDENT**

It shall be the duty of the president to preside over the Executive Council meetings, to preside at all business meetings, to make all necessary committee appointments including the designation of committee chairperson, to develop with the Executive Council a program of work for the term of office. The President shall have the authority to call the executive council meetings and executive committee meetings. The President shall be present for each meeting of the Executive Board of Directors to cast the Executive

Council vote. The President shall submit a written report of the Executive Council's activities to the Executive Director monthly.

#### EXECUTIVE VICE PRESIDENT

It shall be the duty of the Executive Vice President to serve as chairperson of the student committees; to accept the responsibilities of the president as occasion may demand; to handle any special awards programs; to submit monthly reports to the president on association activities; and to disburse information to the Presidents of the regions concerning state association approved awards programs.

#### EXECUTIVE SECRETARY

It shall be the duty of the Executive Secretary to serve in any capacity as directed by the President and to record the minutes of all Executive Council meetings. The Executive Secretary shall prepare formal correspondence for the Executive Council and submit a monthly report to the President on association activities. The Executive Secretary shall prepare, along with the President, an agenda for all Executive Council and general membership meetings.

#### EXECUTIVE PARLIAMENTARIAN

It shall be the duty of the Executive Parliamentarian to be in charge of parliamentary conduct at all meetings and conferences, to review new chapter constitutions, and issue charters. The Executive Parliamentarian will act as official student representative in planning, organizing and conducting state-wide conferences. The Executive Parliamentarian will submit a monthly report to the President on association activities.

#### EXECUTIVE HISTORIAN

It shall be the duty of the Executive Historian to serve in any capacity as directed by the President and to work closely with the President and Executive Director to encourage maximum publicity by all chapters. The Executive Historian will maintain a file of published releases and prepare materials for use during conferences. The Executive Historian shall be responsible for obtaining articles for the state association newsletter. The Executive Historian shall submit a report of association activities to the President monthly, and prepare a state activities manual

#### EXECUTIVE TREASURER

It shall be the duty of the Executive Treasurer to serve in any capacity as directed by the President and to present membership reports as necessary. The Executive Treasurer shall aid local and regional organizations in planning programs, services, and fiscal policy. The Executive Treasurer shall develop a fiscal policy for student Executive Council funds, and submit a monthly report to the President on association activities.

#### PRESIDENTS/REPRESENTATIVES OF THE REGION

It shall be the duty of the Presidents/Representatives of the Regions to chair any regional activities; to supervise all regional activities; to work with other regional officers in developing a regional program of work; and to submit a monthly report to the president on association activities

#### ARTICLE IV – DUES

The membership year shall be September 1 to August 31 inclusive. Annual dues for each membership classification for the state association will be subject to change on an annual basis and must be approved by the Executive Board of Directors, the Executive Council and the voting delegates of the state association if designated by the Executive Board of Directors.

#### ARTICLE V - AMENDMENTS

To amend these by-laws, the proposed amendment must be presented in writing to the state President and approved by a majority of the Executive Council. The President must then present the proposed amendment, together with the actions recommended by the Executive Council, to the next meeting of the Executive Board of Directors and may be adopted by majority approval of the Executive Board of Directors.