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| **Local Chapter Handbook** |
| ***2023-2024*** |

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| Note to Advisors:  The greatest thing we have to offer you as an advisor in Texas Business Professionals of America is our network. We are here to help you and your students every step of the way as your build your chapter and as you grow together. Becoming an advisor for a Career and Technical Student Organization is a lot of work but the rewards are immeasurable and the opportunities that you are providing for your students will last a lifetime. Thank you for recognizing the importance of helping these students reach their potential in all areas and investing in them. You are not alone in your passion for education and in creating young leaders. Please do not hesitate to reach out with questions as we are here to help in and out of your classroom.  Contact: Texas BPA State Advisor, Diana Weber  [mrsweberbpa@gmail.com](mailto:mrsweberbpa@gmail.com)  [texas@bpa.org](mailto:tx@bpa.org)  210-386-4983  Texas BPA website: [www.bpa.org/texas](http://www.bpa.org/texas)  National BPA website:  [www.bpa.org](http://www.bpa.org)  Link to add new members:  [register.bpa.org](file:///C:\Users\mrswe\Downloads\register.bpa.org)  Note: This handbook is established to be used as a guide as you setup your chapter. Information and shared materials can be found online at [www.bpa.org/texas](http://www.bpa.org/texas) and in the Texas Shared Folder. |
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**Giving Purpose to Potential**

Business Professionals of America (BPA) chapters excite students and get them plugged into an experience-based, co-curricular program. BPA is designed to take business and information technology skills from academic knowledge to real-world experiences and help educators make the classroom a motivating and interactive experience.

BPA Advisors and students work together in a mentor-based partnership. Members learn how to go from students to professionals in their knowledge, skills, and abilities.

**What is Business Professionals of America?**

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The mission of Business Professionals of America is to develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth and service.

Business Professionals of America is the leading Career Technical Student Organization (CTSO) for students pursuing careers in business management, office administration, information technology and other related career fields.  BPA has 43,000 members in over 2,300 chapters in 23 states.  BPA supports business and information technology educators by offering co-curricular exercises based on national standards.

The Workplace Skills Assessment Program (WSAP) prepares students to succeed and assesses real-world business skills and problem-solving abilities in finance, business administration, management information systems, digital communication and design and management, marketing and communication.  It is BPA’s showcase program and facilitates students demonstrating their career skills at Regional, State and National level conferences in 86 competitive events.

BPA offers additional leadership and educational based programs including the National Leadership Academy, National Intern Program, Torch Awards Program, BPA Cares Program, Officer Elections, national partner opportunities, certifications and scholarships.

**History and Traditions**

In July of 1966, the Vocational Office Education Clubs of America (VOECA) was formed. This parent group of the Office Education Association (OEA) was formed by the states of Iowa, Kansas, and Wisconsin. In 1988, OEA became Business Professionals of America.  For more information on the history of BPA, visit [**http://www.bpa.org/about/history**](http://www.bpa.org/about/history).

In 2010, the BPA pledge was amended to read:  "We are met in a spirit of friendship and goodwill as we prepare for careers in a world-class workforce.  We work together to develop professionalism and leadership through Business Professionals of America and pledge our loyalty to our nation."

In 2016 we celebrated the 50th anniversary of Business Professionals of America.

The official colors, meaning and wearing of official jewelry and apparel of Business Professionals of America’s name can be found by visiting [**http://www.bpa.org/about/traditions**](http://www.bpa.org/about/traditions).

In May of 2019, the BPA logo was redesigned with a bold new image that reflects the direction of our membership and the tagline was changed to, “Giving Purpose to Potential.”

Business Professionals of America, Inc. is an incorporated non-for-profit association formed for the purpose of creating, directing, and supervising the activities of the unincorporated national student and alumni organization called Business Professionals of America.

**How is BPA Organized?**

Each BPA Charter State has its own governing body and a State Advisor ([**http://www.bpa.org/about/saac**](http://www.bpa.org/about/saac)) who directs State programs and conferences.  National Business Professionals of America is built from the partnership of these State organizations working together to form a corporate body and an alliance of State Association Advisors in the State Association Advisory Council (SAAC).  Texas State Advisor is Diana Weber, [mrsweberbpa@gmail.com](mailto:mrsweberbpa@gmail.com)

The National organization benefits members by producing the Workplace Skills Assessment Program, National conference, National programs, and representing/uniting the organization.  Each BPA chapter (unless it is an independent chapter) is part of a State BPA organization as well as the National BPA organization.

The National Business Advisory Council (NBAC) ([**http://www.bpa.org/about/nbac**](http://www.bpa.org/about/nbac)) was established to provide a liaison between business and industry and the Board of Trustees.  The Classroom Educators Advisory Council (CEAC) was initiated to serve as a liaison between the local chapter Advisors and the Board of Trustees ([**http://www.bpa.org/about/ceac**](http://www.bpa.org/about/ceac)). The council consists of one representative from each division of affiliated states.

Membership in Business Professionals of America consists of the following:

**College/Post-secondary:**  Student members enrolled in a certificate, associate, baccalaureate, or post-baccalaureate degree in a business-related program of study or course from a two- or four-year institution accredited by the appropriate state agency.

**High School/Secondary:** Students enrolled, or previously enrolled, in a business, information technology, and/or office occupation related education program as approved by the state.

**Associate:**  Associate member designation is for special population students enrolled, or previously enrolled, in a business, information technology, and/or office occupation, career related education program as approved by the state.

**Middle Level:** Students enrolled, or previously enrolled, in a middle level business, office education, career/technical, and/or information technology education program or course as approved by the state.

**Alumni**:  For former active members of any student division.

**Virtual chapter membership**: Texas has established a virtual chapter for middle level, secondary or post-secondary students that are enrolled in a school or institution without an active BPA chapter. This may include academies, home schools, religious schools, private schools or other institutions.

**Professional Members**

A professional member may be a person associated with or supporting the growth and professional development of Business Professionals of America.  (Such members may include teachers, teacher-coordinators, teacher-educators and supervisors, employers and/or training station sponsors of business education, friends of Business Professionals of America, corporate sponsors, and others appointed by the governing educational body willing to contribute to Business Professionals of America's growth and development).  Professional members will pay dues as established by Business Professionals of America and approved by the Board of Trustees of Business Professionals of America, Inc. but will be ineligible to serve as a national voting delegate or hold national office in one of the Divisions.

**Why Join BPA?**

* [Prepare](http://www.bpanet.org/Events/) for a world-class workforce
* [Qualify for scholarships](http://www.bpanet.org/Advisors/scholarships.aspx)
* [Make connections to the business world](http://www.bpanet.org/BusinessPartners/)
* [Hold an office](http://www.bpanet.org/About/officers.aspx)
* [Participate in democratic elections](http://www.bpanet.org/Students/run4office.aspx)
* [Earn awards and recognition](http://www.bpanet.org/Awards/)
* Gain industry certification
* Meet industry leaders
* Online professional development
* Access online resources
* Resume builder
* Travel nationally
* Participate in conference internships
* Meet nationally recognized speakers
* Individual service awards
* Qualify for national industry competitions
* Participate in the National Virtual Showcase
* Participate in the national College Fair
* Enhance public speaking skills
* Encourage Life-long learning
* Take advantage of the opportunity to participate in skills competition
* [Become active in community service](http://www.bpanet.org/Awards/)
* [Meet people with similar interests](http://www.bpanet.org/Students/StudentConnection/PhotoGallery/)
* [Participate in conferences and workshops on Regional, State, and National levels](http://www.bpanet.org/Conferences/)
* [Experience leadership development and team building techniques](http://www.bpanet.org/NLC/nla.html)
* [Experience personal and professional growth](http://www.bpanet.org/nlc)
* Lifetime opportunities

**Procedures to Begin the Year**

**Procedures for Starting a New Chapter**

1. Review this handbook.
2. Fill out a **New Charter Application**. This is an online application that gets the ball rolling for your chapter at the BPA National Center and in your State BPA organization. The **New Charter Application** can be found on the BPA website. It can also be accessed directly by typing [**register.bpa.org**](http://register.bpa.org)and selecting the RED “New Chapter Request” button.
3. Your application is reviewed and processed through the National center. We may contact you to see if you are replacing another advisor at your school or if you are starting a new chapter. In some cases, there may be a chapter at your school that we can re-activate.
4. You will be connected with the State Advisor, Diana Weber, who will add you to the mailing list and connect you with your Regional Advisor so you can begin networking with other teachers in your area.

Your State Advisor is your primary contact for getting involved in State and Regional conferences, which is where members compete in our competitive events program (Workplace Skills Assessment Program) in order to qualify for the National Leadership Conference. Your State Advisor is also your primary contact for questions about the State Leadership Conference, how to assist students in running for state and national offices, how to participate in the Texas Intern Program and any other questions you may have about competitive events, leadership conferences or chapter involvement. She is your first stop if you have questions and your best source of information. If you have questions, she will find answers.

The National Center Staff and National website(<http://bpa.org>) serve as your primary contacts for help with the Membership Registration System, the National Leadership Conference, WSAP Event Guidelines, National Officer Elections, and other National programs such as National scholarships, the Torch Awards Program and BPA Cares Program.

The Local Advisor is responsible for setting the chapter up at the local school by meeting with the principal or other appropriate officials, recruiting members, recruiting Advisors and setting up the chapter’s first meetings.

**New Chapter Checklist**

**New Chapter Checklist**

Local Advisors should complete the following checklist within the first month of establishing a new chapter:

* Submit the New Charter Application online at the BPA Web site.[www.register.bpa.org](http://www.register.bpa.org) **)**
* Contact your State Advisor to get involved in State conferences and State programs. Diana Weber @ [mrsweberbpa@gmail.com](mailto:mrsweberbpa@gmail.com)
* Identify and recruit local Advisors. Having additional advisors to assist with your chapter activities will make it great. If you have 20 members, you can split your chapter and share the duties. This will open more opportunities for your students if you can secure additional sponsors.
* Recruit members.
* Set up the chapter officially at the school and hold your first meeting.
* Formulate and approve your chapter’s constitution. See Appendix.
* Elect local officers. Contact your State Advisor for help with sample ceremonies and duties lists.
* Use the online Membership Registration System to register and pay for your members for the year. Go to [www.register.bpa.org](http://www.register.bpa.org) to login and enter your members.
* Set goals and construct a calendar for the BPA year.  Include the Regional conference (January), State conference (early March), the National Leadership Conference (late April/early May), Torch Awards and BPA Cares Program deadlines, fundraisers, Regional/State/National officer election deadlines and BPA Week.
* Set up a chapter social media presence and connect with the National and Texas social media platforms. Staying connected and participating in social media activities and challenges will keep your chapter involved. Stay connected with [www.bpa.org/texas](http://www.bpa.org/texas) and reach out if you have any questions.

Complete this checklist and you are well on your way to having an exciting and successful first year as a Business Professionals of America chapter. At any time, reach out to your Regional Advisor or State Advisor with any questions. We are here to help!

**Annual Membership Procedures, Dues and Deadlines**

At the beginning of each school year, an Advisor from each chapter must use the online **Membership Registration System (MRS)** to register their members for the year and pay membership dues. Each year, every chapter register members. Members from previous years will stay in the system and their member ID will stay with them. Members may be transferred between chapters. Chapter affiliation is a new membership option. This will enable schools to use Perkins V funds to pay for membership and register members and pay for them as a batch. Information about taking advantage of the Chapter Affiliation model can be found in the BPA shared folder or by contacting the State Advisor directly.

The Membership Registration System can be accessed at [register.bpa.org](file:///C:\Users\mrswe\Downloads\register.bpa.org) Once members are registered in the MRS, an invoice is generated to facilitate payment of membership dues. Advisors will be registered as members for the level their chapter represents. It is recommended that advisors do not submit membership until dues have been collected from students as once membership is submitted, dues must be paid. For the 2022-23 school year, dues are as follows:

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| Post-Secondary--College | $21.00 | Middle Level | $16.00 |
| Secondary--High School | $22.00 | Alumni/Professional | $19.00 |
| Associate--High School  (Special Populations) | $20.00 | Virtual Chapter | $25.00 |

The following are deadlines for registering members:

* **November 1:** Membership processed by Nov. 1 will allow your chapter to continue to receive all communications from BPA, ensure membership deadlines for Regional and State events. This is a preliminary deadline to update our database. We recommend submitting your members by this deadline and then submitting an additional invoice if you have other members who would like to join after this date.
* **State Association Membership Deadlines:** Texas BPA membership deadline is February 15.  \*\*NOTE:  Students must be registered members before they are eligible to compete. Regional Deadlines are in November or December and precede the February 15 deadline. Check with your Regional Advisor or State Advisor for these dates. Members must be registered by the February 15 deadline to participate in the National Leadership Conference.

Once chapters are registered for the year, they receive their annual membership packet, downloadable membership cards, welcome and update letters, and other important materials for the year.

**BPA Programs**

**Workplace Skills Assessment Program Events**

The WSAP Competitive Events program is BPA’s cornerstone program. Students prepare for and compete in contests under the five assessment areas of Finance, Business Administration, Management Information Systems, Digital Communication & Design, Management, Marketing & Communication and Health Administration. WSAP events are available for Middle Level, Associate, Secondary and Post-secondary members. Events unique to each division are marked as such. We even have events that are categorized as Virtual Events that do not qualify at the Regional and State levels but advance directly to Nationals. For more information on the competitions, please see <https://bpa.org/students/compete/competitive-event-listing/>

Competition in the Workplace Skills Assessment Program is offered at the Regional, State and National levels. Qualifiers may advance from a Regional Leadership Conference to a State Leadership Conference and finally to the National Leadership Conference. Please see your State Advisor regarding advancement policies in your state.

Competition formats are offered to individuals and teams, and include objective tests, on-site scenarios, computerized applications and judged presentations. Each event helps prepare students to be part of a world-class workforce. Texas BPA students may only participate in one individual and one team event at the Regional, State and National level. This excludes Open Events and Virtual Events, which are open in an unlimited number and members may compete in as many of these events as they wish.

For the Secondary Division, the top ten (10) winners shall be recognized at Regional, State and the National Leadership Conferences. For judged events, all finalists shall be recognized. For general/open events, the top ten (10) scores, plus ties, will be recognized. Middle Level, Associate Division and Post-Secondary Division are not required to qualify at the regional level but may be required to compete as per district guidelines and are welcome to attend as practice. These divisions will advance to the State Leadership Conference. All divisions will compete at the State Leadership Conference to represent Texas at the National Leadership Conference.

Qualifying for competition at the National Leadership Conference and winning an award is one of the most treasured accomplishments of a BPA member’s career and demonstrates a mastery of an event’s applicable skills.

**Levels of Competition**

1. Regional Leadership Conference-Texas is divided into Areas and Regions.  Regions coordinate their own conference and set the location and dates to fall within the last three weekends in January.
2. State Leadership Conference-Hosted by Texas BPA, location varies but typically held the first week in March.
3. National Leadership Conference-Hosted by National BPA, location varies but typically held between the first two weeks in May.

Dates for conferences can be found online at  [www.bpa.org/texas/conferences](http://www.bpa.org/texas/conferences)

Each BPA division (Middle Level, Post-secondary, Associate and Secondary) has its own set of events, and members only compete against other members in their division. The WSAP Guidelines are a comprehensive set of instructions, descriptions, and details to help prepare for WSAP competitions. The Guidelines are an essential tool for participating in a WSAP event. The WSAP Guidelines can be downloaded by BPA Advisors and members for free at <http://legacy.bpa.org/compete/downloadcenter>

**The National Leadership Conference**

The annual highlight for each BPA chapter is a trip to the National Leadership Conference. 5,500 of BPA’s brightest students along with 1,000 Advisors gather to compete, lead, and experience BPA’s signature event of the year.

BPA members may advance to the National Leadership Conference to fulfill the purposes of the conference which include opportunities to:

* Participate in educational seminars and workshops
* Hear nationally prominent speakers
* Elect national student officers
* Participate in the Workplace Skills Assessment Program
* Make recommendations regarding Business Professionals of America policies
* Participate in general assemblies designed to conduct the business of Business Professionals of America
* Transact business of the Association
* Participate in leadership programs
* Earn industry certifications
* Network with members from across the country

NLC attendees participate in Executive Council Elections, WSAP Events, leadership development programs and workshops. Several general sessions plus an awards session highlight a conference schedule that also includes the NLC Expo and College Fair. Students also get the chance to experience a different American city each year, taking tours, seeing the sights, and meeting new friends from around the country.

**The Torch Awards Program**

Business Professionals of America’s Torch Awards Program frames and guides a BPA member’s leadership and service to their chapter and community. Students complete activities in the seven Torch categories--Leadership; Service; Cooperation; Knowledge; Friendship; Love, Hope, Faith; and Patriotism. Students must enter all activities in the on-line system.

Each activity completed is worth 5, 10, 15, or 20 points. When a student achieves a certain number of points for each category, his/her Advisor or Local Reviewer can submit the résumé online to be reviewed for recognition. All students completing a satisfactory résumé will be awarded.

Members can achieve a Torch Award at four levels: Executive (at the local chapter), Diplomat (at the Regional or State level), Statesman (at the State level) and Ambassador (at the National level). The Ambassador Torch Award, which requires 70 points of activities in each torch category, is the highest level and students achieving this award are recognized at the National Leadership Conference. For comprehensive information and instructions about the Torch Awards Program, visit [**http://www.bpa.org/awards/torch**](http://www.bpa.org/awards/torch).

**BPA Cares Program**

Chapters or individuals can apply to be recognized for service to their community and chapter through the BPA Cares Program. BPA Cares promotes community service and chapter involvement. There are three categories within the BPA Cares Program:

**Service-Learning Awards** - Community Service, Special Olympics, Environmental Action/Awareness, Safety Awareness, and Service-Learning Individual

* **Special Recognition Awards** - BPA Marketing and Public Relations, BPA Merit Scholar, Chapter Activities Award of Excellence, Member Recruiter Awards, Professional Cup, Social Media Award, Membership Explosion Award
* **Professional Awards** - Advisor of the Year, Emerging Advisor of the Year, Emerging Professional of the Year, Hall of Fame, Outstanding Service, Student of the Year

All qualified BPA Cares Program participants receive a certificate of participation at the National Leadership Conference, and the top chapters for each award receive a plaque.

For complete information and details on a specific award, or to download the complete BPA Cares Program handbook, go to <https://bpa.org/educators/bpa-cares/>

**BPA Week**

Business Professionals of America Week takes place the second full week in February and coincides with Career and Technical Education Month. BPA Week is a great opportunity to promote your chapter, have your students learn public relation skills, and take pride in their local chapter. Many chapters hold dinners, invite congressmen to their school, conduct local media interviews, and hold BPA membership drives.

For more information about BPA Week as well as resources for making the most of BPA Week at your school, visit [**www.bpa.org**](http://www.bpa.org)**.**

**Officer Elections**

Part of what makes BPA special is the role student members play in the organization. Student members can run for office at the Local, Regional, State, and National level (Secondary and Post-secondary only).

Regional and State officers are heavily involved in state organizations and state conferences. They represent BPA on behalf of their school or state association in their school and community.

Executive Council officers serve at the national level and experience a year of leadership and opportunity unparalleled in other student organizations. Executive Officers communicate throughout the year to BPA membership, attend State conferences as guests, exhibit for BPA at a variety of national conferences, help plan the National Leadership Conference, and emcee and present at the National Leadership Conference. Finally, the Secondary and Post-secondary National Presidents both hold a voting seat on Business Professionals of America’s Board of Trustees, an opportunity unique to BPA.

Officer Election Campaigns are an important part of the democratic process offered through BPA. Speeches, caucuses, campaign rallies, and voting delegates are all elements of the process. Officers in BPA experience a great taste of what it’s like to run for any office, whether public or private. Candidates get a big boost in leadership and diplomacy.

Contact your State Advisor for more information about running for Regional, State or Executive Council Officer. Guidelines will be posted to the Texas BPA website [www.bpa.org/texas](http://www.bpa.org/texas). Executive Council Officer candidates will campaign to represent Texas as a candidate at the National Leadership Conference. Candidates must meet certain eligibility requirements and personal qualifications to run and must be elected at the state level to represent Texas.

**Quality Chapter Distinction**

Quality Chapter Distinction (QCD) is a special award given to fully involved and active BPA chapters. Advisors of QCD chapters receive a certificate and a ribbon to attach to their name badge at the National Leadership Conference. For the Quality Distinction Application and for more information, visit <https://bpa.org/students/scholarships-and-awards/quality-chapter-distinction/>

**Scholarships**

Texas BPA is proud to offer many scholarship opportunities for our members. Information about scholarship opportunities is available on the Texas BPA website [www.bpa.org/texas](http://www.bpa.org/texas). Each year at the National Leadership Conference, BPA awards a variety of scholarships to Secondary and Post-secondary members. The National application is published near the beginning of each calendar year and the application deadline is traditionally April 1. Scholarships are available for Business Professionals of America members only. For more details on BPA scholarships, visit <https://bpa.org/students/scholarships-and-awards/>

**Special Olympics**

Special Olympics is the official national service organization for members participating in Business Professionals of America. Special Olympics is a global nonprofit organization targeting the nearly 200 million people around the world who have disabilities. With a presence in nearly 200 countries worldwide and seven world-regional offices, the Special Olympics are constantly expanding.

We encourage your chapter to get involved in the Special Olympics. Document your Special Olympics service or fundraising and you can be awarded with BPA’s Special Olympics BPA Cares Award.

Additional service projects and fundraising projects will be spotlighted and shared during the year.

**Official Attire**

Official dress consists of:

1. Official blazer with the emblem patch on the left breast pocket.
2. Membership pin worn on the left lapel.  *There should not be any other accessories on the left lapel.*
3. Items to be worn on the right lapel of the blazer include:
   * The highest officer pin
   * The highest earned torch pin
   * One earned merit scholar pin
   * Name badge

Coordinating with the official blazer, men should wear dress slacks, dress shirt, and tie. Women should wear a dress or skirt with coordinated blouse and/or sweater.

The official dress of the organization is professional and is in keeping with the conservative nature of business attire.  Members are not required to wear the official uniform, but business dress is required for all competitions and sessions unless otherwise noted.

We encourage our students to dress professionally and as such our conferences require professional attire for all students, advisors, guests and chaperones.

**Other Opportunities**

Contact your State Advisor for suggestions on how to become a fully involved BPA chapter in your state including Fall Leadership Conferences, CTSO State Programs, CTE Programs and State Leadership Conferences.

[**www.bpa.org**](http://www.bpa.org)

The BPA Web site, found at [**http://www.bpa.org**](http://www.bpa.org), is a comprehensive resource for BPA chapters, members and Advisors, as well as your connection to the rest of BPA and the latest BPA news and updates. Use the search tool to find anything you need and feel free to contact us via the website so we can connect with you quickly.

Visit [**http://www.bpa.org**](http://www.bpa.org) to access:

* Membership Registration System
* Conference Registration System
* Workplace Skills Assessment Program and Download Center
* Torch Award Handbook and Online Torch Registration System
* BPA Cares Handbook.
* Calendar/Contacts
* Information regarding scholarships, running for office, performing ceremonies, chapter promotion materials, and more.
* Up-to-the minute information, news, Executive Council Blogs, and helpful articles.

**Social Media**

BPA social media is designed for up-to-the-minute news flashes targeting advisors and students. The Executive Council utilizes social media to encourage direct student participation in decision making opportunities. By following us online with these platforms, you are not only staying connected, your students are also earning Torch Award points for connecting with others.

National social media links:

Facebook: <https://www.facebook.com/businessprofessionalsofamerica>

Twitter: @National\_BPA

Instagram: <http://instagram.com/bpanational>

Linkedin: <http://www.linkedin.com/company/business-professionals-of-america?trk=top_nav_home>

Snap Chat: @National\_BPA

The Texas Leadership Team utilizes social media to promote engagement and encourage students to stay connected. We also work to promote chapter activities and challenges that will encourage community involvement and engage our members in service and leadership activities individually and as a chapter.

Texas social media links:

Facebook: <https://www.facebook.com/texasbpa>

Twitter: @txbpa

Instagram: <http://instagram.com/txbpa>

Snap Chat: @txbpa

YouTube: TexasBPA Social <https://www.youtube.com/channel/UCnJXPGLrD5HEodbkVM2YAig/featured>

**Webinars and Online Training**

BPA Webinars are offered on Wednesdays according to our posted calendar and past webinars are posted to be viewed online. Webinars are designed to train, inform and gather feedback. Visit <https://bpa.org/events/webinar-wednesdays/>

The Certified Local Advisor Program and Member Certification Series are offered annually in the Fall. Advisors and students are encouraged to join us for this six-hour in-depth review of BPA programs and offerings.

Student Certification Series can be accessed here: <https://bpa.org/students/student-certifications/>

Advisor Certification Series can be accessed here: <https://bpa.org/educators/advisor-certifications/courses/>

**Appendix I: Sample Local Chapter Calendar**

**AUGUST-SEPTEMBER**

* Get acquainted party
* Organizational meeting
* Membership drive
* Election of local officers
* Member initiation/Officer Installation
* Post membership activities to social media and tag Texas BPA and National BPA
* Plan tentative calendar and budget
* Submit dues to National Office

**OCTOBER-DECEMBER**

* Fundraising activities
* Attend Fall Leadership Conferences in your region
* Visit other chapters
* Plan and work on Torch Award résumés
* Choose BPA Cares Programs to participate in and document activities
* Practice and prepare for regional competitions and officer elections
* Service projects
* Meet November 1 initial membership deadline (submit additional membership before Feb 15)
* Submit pin and t-shirt designs
* Deadlines for Virtual Events

**JANUARY-FEBRUARY**

* Regional Leadership Conferences (January)
* Business Professionals of America Week (2nd full week of February)
* Focus on BPA Cares Programs
* Develop plan for attending SLC/NLC
* Continue fundraisers
* Submit Officer packets for State and Executive Council applications
* Finish and submit Statesman Torch Award résumé
* Submit Texas BPA scholarship applications

**MARCH**

* State Leadership Conference
* Apply for National BPA Scholarships
* Apply for Quality Chapter Distinction Award
* Finish and submit Ambassador Torch Award résumé
* Finish and submit BPA Cares Program applications
* Fundraise for NLC and finalize NLC registration

**APRIL**

* Register for National Leadership Conference
* Apply for National Leadership Academy
* Apply for NLC Internships
* Final fundraising push for NLC

**MAY**

* National Leadership Conference
* Local Awards banquet

**JUNE/JULY**

* Summer planning meetings
* CTAT summer conference

**Appendix II:**

**Sample Agenda for an Organizational Meeting**

1. Call to Order - Chairperson, Organizing Committee
2. Appoint a Recorder/Secretary
3. Explanation of BPA Organization - Committee Members
4. Overview and organization of BPA
5. Divisions and membership eligibility
6. Local, state and national activities, programs, and services
7. Benefits to members (organizational skills, résumé item, involvement, recognition for achievement, development of self-confidence, interaction with the business community, opportunity to travel, etc.)
8. Steps necessary to charter a chapter Local Advisor
9. Vote to form a chapter.
10. Decide on the number and titles of local officers.
11. Explain membership application process and dues.
12. Decide and vote on the amount to be charged for local dues, if desired. State and national dues are determined at their level.
13. Establish a calendar of meeting dates. Solicit chapter input for program content of future meetings.
14. Adjourn with students reciting the Business Professionals of America pledge:

“We are met in a spirit of friendship and goodwill as we prepare for careers in a world-class workforce. We work together to develop professionalism and leadership through Business Professionals of America and pledge our loyalty to our nation.”

**Appendix III:**

**Sample Agenda for a Chapter Meeting**

1. Call to Order—President
2. Roll Call—Secretary
3. Reading of the Minutes—Secretary
4. Treasurer’s Report—Treasurer
5. Other Officer Reports
6. Committee Reports
   1. Accounting—Larry Owens
   2. Social—Bernice Adams
   3. Fundraising—Kathy Ludwig
7. Unfinished Business
   1. Dues Increase
8. New Business
   1. Purchase of Folders
   2. Chapter fundraising activity
9. Date of Next Meeting
10. Adjournment

**Appendix IV: Sample Local Chapter**

**Constitution and By-Laws**

*This is a sample constitution for your local chapter to use. Spaces have been left blank for you to insert specific information concerning the operations of your chapter. A few suggestions are listed to assist in the completion of this sample constitution for your chapter.*

*NOTES:*

*ARTICLE I: Your school name or class name should be used when referring to the name of a “chapter.” Your state name should be used when referring to the name of a “state association.” The divisions for use in the Business Professionals of America organization are: Middle Level (middle school), Secondary (high school and associate), and Post-secondary (two-year, four-year programs, or adult education).*

*ARTICLE III: Officers may be elected annually by the chapter members. The administration of your chapter can be vested in: the advisor, officers, school administration, or any combination of the aforementioned. You may decide to add or change the number of officers for your chapter. These are just suggested officers and duties.*

**Business Professionals of America, \_\_\_\_ Chapter Constitution**

PREAMBLE

With the identification of business, information technology, and office occupations as an area of career and technical education, it has become necessary to provide student group experience for students enrolled in business education programs.

Leadership development through student groups can be effective in strengthening career and technical education for business, information technology, and office occupations. It is deemed essential that:

* There be established a career and technical student organization to serve the needs of those students enrolled in initial, refresher, or upgrading business, information technology, and/or office education programs.
* This organization is an integral part of the career and technical education curriculum preparing students for business, information technology, and office occupations.
* The organizational pattern facilitates the use of existing student groups as an integral part of the education pattern for business, information technology, and office occupations as established in law and regulation.
* This organization provides a means for individual state groups to participate as members of a national student group serving the career and technical educational needs of students enrolled in business, information technology, and office occupations programs.

**ARTICLE I - NAME**

The name of this organization shall be Business Professionals of America, \_ Chapter and shall be associated with the Texas Association and (Middle/Secondary/Associate/Post-secondary) Division of the national organization.

**ARTICLE II - PURPOSE**

The purposes of this organization are:

* To provide opportunities for chapter members in leadership and development.
* To unite in a common professional bond without regard to race, creed, sex or national origin of students enrolled in classes with business, information technology, and/or office occupations as their objective.
* To develop leadership abilities through participation in career and technical education, civic, recreational, and social activities.
* To assist students in establishing realistic employment objectives.
* To create enthusiasm for learning.
* To promote high standards in ethics, workmanship, and scholarship.
* To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic processes.
* To foster an understanding of the functions of labor, entrepreneurial, and management organizations in the American free enterprise system.
* To develop competent, assertive leaders in business education.
* To develop and strengthen members’ confidence in themselves and their work.
* To provide satisfactory social and recreational activities.
* To foster practical application of business education, information technology, and/or office occupation skills through competition.

**ARTICLE III - ORGANIZATION**

**Section 1.** Business Professionals of America, \_ Chapter is an organization operating in accordance with a charter granted by the Texas Association which is granted a charter by Business Professionals of America, Inc.

**Section 2.** The administration of Business Professionals of America, \_ Chapter will be vested in \_ .

**Section 3.** The Business Professionals of America, \_ Chapter will have officers who will be elected annually by the membership. The officers, through the chapter president, will make recommendations to the advisor with respect to the welfare of the Business Professionals of America, \_ Chapter.

**ARTICLE IV - MEMBERSHIP**

Membership in the Business Professionals of America, \_ Chapter shall consist of any student from \_ enrolled in a business education, information technology, and/or office education program as approved by the State of Texas. The member must pay dues as established by the local, state, and national association; and will be eligible to hold office, participate in award programs, serve as a delegate to state and national meetings, or to otherwise represent his/her chapter in state and/or national Business Professionals of America affairs.

**ARTICLE V - VOTING**

Local members of Business Professionals of America, \_ Chapter shall exercise their voting privilege through voting delegates at conferences. The allocation of the voting delegates from each chapter to the state and national association will be determined each year by the respective associations.

**ARTICLE VI - OFFICERS**

Officers of the \_ Chapter shall be elected by a majority vote of the membership. Officer positions shall consist of a president, vice president, secretary, treasurer,

historian, and parliamentarian. Officers elected for one term shall continue to hold office until the election of officers the following term. The term of office shall be \_

**ARTICLE VII - MEETINGS**

Regular meetings of the \_ Chapter will be held. Parliamentary procedure for all meetings will be governed by the current edition of *Robert’s Rules of Order Newly Revised.*

**ARTICLE VIII - ADVISORS**

The teacher or teacher/coordinator of each business education, information technology, and/or office education program will serve as an advisor of his/her Business Professionals of America chapter. However, an alternative advisor may be appointed as deemed necessary by the school administration.

**ARTICLE X - EMBLEM AND COLORS**

**Section 1.** Colors are navy blue, tan, and red.

**Section 2.** The official Business Professionals of America emblem is the shield which represents the aims and objectives of the organization.

**Section 3.** The official Business Professionals of America Flag emphasizes the logo, tagline, and colors.

**ARTICLE XI - AMENDMENTS**

To amend this constitution, the proposed amendment must be presented in writing by the member proposing an amendment to the chapter president and chapter advisor at least ten days prior to the next regularly scheduled chapter meeting. The proposed amendment may be adopted by a two-thirds approval of the voting members.

**ARTICLE XII - RULES, REGULATIONS, AND BY-LAWS**

The \_ Chapter of Business Professionals of America will adopt such rules, regulations, and by-laws as are deemed necessary by the members and advisors.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*This is the date the constitution has been approved or amended by your local chapter.*

**Business Professionals of America, \_\_\_\_ Chapter By-Laws**

**ARTICLE I - QUALIFICATIONS FOR STUDENT OFFICE**

*Section 1*: Only active members will be eligible for office in the \_ Chapter. *Section 2:* To be eligible for office in the \_ Chapter candidates must meet the qualifications as established by the chapter advisor.

**ARTICLE II - DUTIES OF STUDENT OFFICERS**

**\*\*Note: Local chapters may add additional officers as needed. Example: Sgt-at-Arms, Co-officers, etc. Contact the State Advisor if you would like suggestions.**

*Section 1: President*.--It shall be the duty of the president to preside at all business meetings; to preside over officer meetings; to make all necessary committee appointments including the designation of committee chairs; to be available, as necessary, in promoting the general welfare of Business Professionals of America.

*Section 2: Vice President.--*It shall be the duty of the vice president to serve in any capacity as directed by the president; to serve as chair of committees; to accept the responsibilities of the president as occasions may demand; and to be available, as necessary, in promoting the general welfare of Business Professionals of America.

*Section 3: Secretary.--*It shall be the duty of the secretary to serve in any capacity as directed by the president; to record the proceedings of all business and officer meetings; to be available, as necessary, in promoting the general welfare of Business Professionals of America.

*Section 4: Treasurer.--*It shall be the duty of the treasurer to serve in any capacity as directed by the president; to present any financial membership reports necessary for the division; and to be available, as necessary, in promoting the general welfare of Business Professionals of America.

*Section 5: Historian.--*It shall be the duty of the historian to maintain the Business Professionals of America, \_ Chapter yearbook; the history of Business Professionals of America,\_\_\_Chapter; and to be available, as necessary, in promoting the general welfare of Business Professionals of America.

*Section 6: Parliamentarian.--*It shall be the duty of the parliamentarian to be responsible for the general conduct at the meeting; to rule on rules of order, should the occasion arise, during the business meetings of Business Professionals of America, \_ Chapter; and to be available, as necessary, in promoting the general welfare of Business Professionals of America.

**ARTICLE III - DUES**

The membership year shall be September 1 through August 31. Annual state and national dues shall be established by the state and national associations, respectively. It will be the responsibility of the local chapter for the submission of these dues within the deadline. Local dues may be established and handled locally.

**ARTICLE IV - AMENDMENTS**

To amend these by-laws, the proposed amendment must be presented in writing by a member to the chapter president and chapter advisor at least ten days prior to the next regularly scheduled chapter meeting. The proposed amendment must be considered at the next chapter meeting. The proposed amendment may be adopted by a majority approval of the voting members.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_