

**POST-SECONDARY BY-LAWS
OF
BUSINESS PROFESSIONALS OF AMERICA, IOWA ASSOCIATION**

Adopted September, 1971

(Amended February, 1992, March, 1994, March 1995, October, 1996, October, 2000, February 2009)

ARTICLE I. DUTIES OF OFFICERS

Section 1. The President shall:

- a. Convene all meetings and carry out all the duties of the presiding officer.
- b. Appoint all necessary committees and may serve as an ex-officio member of these committees.
- c. Represent the Association before civic and business organizations.
- d. Counsel with other Association officers concerning their duties which usually pertain to this office.
- e. Serve as head voting delegate at the National Leadership Conference.
- f. Serve as flag bearer at the opening session of the National Leadership Conference.
- g. Conduct all state caucuses at the National Leadership Conference.
- h. Assist the state advisor in planning all state conferences of the Association.
- i. Attend all conferences.
- j. Perform any other duties which pertain to this office.

Section 2. The Vice-President shall:

- a. Preside in the absence of the President and fulfill all duties of the President in his/her absence.
- b. Be in charge of both the District and State Torch Awards programs. This includes publicizing the Torch Awards program, setting deadlines for submissions of resumes, validating all torch resumes, and recognizing those who receive the award at both the district and state levels.
- c. Attend functions that might be held in the district.
- d. Serve as a voting delegate at the National Leadership Conference.
- e. Attend all state caucuses at the National Leadership Conference.
- f. Serve as an ex-officio member of committees.
- g. Assist the President and the State Advisor in planning all state conferences of the Association.
- h. Attend all conferences..
- i. Perform any other duties which pertain to this office.

POST-SECONDARY BY-LAWS

Section 3. The Secretary/Treasurer shall:

- a. Keep accurate minutes of all meetings of the Executive Senate and of the business sessions conducted during the annual conferences. Minutes should be submitted to the Executive Senate members within two (2) weeks following Senate meetings. Call the roll and submit to each chapter the minutes of the conference business sessions.
- b. Be responsible for issuing a copy of the Association Constitution to all chapters and be caretaker of the original Constitution with the signatures of the ratifying members by placing it in a state of preservation.
- c. Submit a financial report at all state meetings. Each local chapter shall receive this report.
- d. Work with the Executive Senate in establishing an annual budget.
- e. Be responsible for submitting all state officer vouchers to the State Advisor for payment.
- f. Serve as a voting delegate at the National Leadership Conference.
- g. Attend all state caucuses at the National Leadership Conference.
- h. Assist the President and the State Advisor in planning all state conferences of the Association.
- i. Attend all conferences.
- j. Perform any other duties which pertain to this office.

Section 4. The Reporter/Historian shall:

- a. Submit the Association's news to all media.
- b. Serve as the liaison officer for exchanging news items with other state trade publications.
- c. Contribute current, pertinent Association information for inclusion on the Association's web site.
- d. Prepare and distribute at least three issues (preferably four) of a state newsletter to all local chapters.
- e. Serve as a voting delegate at the National Leadership Conference.
- f. Attend all state caucuses at the National Leadership Conference.
- g. Assist the President and the State Advisor in planning all state conferences of the Association.
- h. Attend all conferences.
- i. Perform any other duties which pertain to this office.

Section 5. The Parliamentarian shall:

- a. Advise the presiding officer and other chapter members on points of parliamentary procedures.
- b. Have reference material pertaining to acceptable parliamentary procedure available at all meetings. The Parliamentarian shall call attention to significant irregularities in procedures and keep in mind the fair

POST-SECONDARY BY-LAWS

and equal rights of all members.

- c. Be familiar with the Constitution and Bylaws of BUSINESS PROFESSIONALS OF AMERICA, Iowa Association, and ensure that all business of the Association is conducted within the framework of the Constitution and Bylaws.
- d. Serve as a voting delegate at the National Leadership Conference.
- e. Attend all state caucuses at the National Leadership Conference.
- f. Assist the President and the State Advisor in planning all state conferences of the Association.
- g. Attend all conferences.
- h. Perform any other duties which pertain to this office.

Section 6. All officers are subject to other duties designated by the President.

Section 7. The term of office for each division shall be one year.

ARTICLE II. OFFICER VACANCIES

Section 1. In the event of a vacancy in the State President's position, the order of succession shall be as follows: Vice-President, Secretary/Treasurer, Reporter/Historian and Parliamentarian.

Section 2. Vacancies in state offices, excluding the position of President, shall be appointed by the Executive Senate or the duties of the vacant office may be assigned to other Senate members. In the event that there should be no state officers because of resignation, then the Executive Council, in consultation with teacher-coordinators, shall nominate candidates for each office to be voted on by mail ballot to determine the officers for the remainder of the year.

ARTICLE III. NOMINATION PROCEDURES

Section 1. Written nomination forms shall be submitted to the State Advisor at least one week before the Fall Leadership Conference.

Section 2. A screening committee consisting of the Executive Senate members present shall review the candidate forms submitted. The committee shall then submit a slate of candidates to the voting delegates at the Fall Leadership Conference.

Section 3. A primary election will be held when more than eight (8) candidates have been approved by the Executive Senate. The top eight (8) vote receivers will become finalists and advance to the general election.

Section 4. A general election will be held for the top eight (8) vote receivers. The top five (5) vote receivers will be the new officer team. Exact office will be determined by the candidate with the most votes receiving his/her pre-selected choice of office, with each succeeding candidate doing the same.

Section 5. A chapter will be limited to three (3) officer candidates.

ARTICLE IV. VOTING

POST-SECONDARY BY-LAWS

- Section 1. Each local chapter with active membership shall have five (5) voting delegates for one-to-ten (1-10) members. Each one-to-five (1-5) additional members shall earn one (1) additional voting delegate for the chapter.

ARTICLE V. DUES

- Section 1. The dues of this organization shall be determined by the Executive Senate and approved by the Executive Council. Changes in dues shall be announced to the membership no later than the annual State Leadership Conference and will be effective for the following membership year.

ARTICLE VI. PARLIAMENTARY AUTHORITY

- Section 1. The rules contained in the current edition of Robert's Rules of Order and the BUSINESS PROFESSIONALS OF AMERICA Official Manual shall govern the society in all cases to which they are applicable and in which they are consistent with this Constitution and Bylaws and any special rules of order the society may adopt.

ARTICLE VII. AMENDMENTS TO BYLAWS

- Section 1. The Bylaws may be changed in annual official business sessions of the Association by a majority vote of the official delegates through normal business procedures.
- Section 2. All amendments must be submitted in writing to the Executive Senate at least thirty (30) days prior to an annual conference.
- Section 3. Amendments must be presented in writing to the voting delegates at an annual conference before action can be taken.
- Section 4. Only such amendments shall be made as are in keeping with the Association's Constitution and the purposes for which the Association was organized.