# Business Professionals of America (Insert Chapter Name)

**(Insert Membership Division)**

BYLAWS

# 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 **(insert your division here)** students interested 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 an established career and technical student **(insert your division here)** to serve the needs of **(insert Middle Level, Secondary or Post-secondary here)** interested in business, information technology, office occupations, and career related educational programs.
* **(Insert your school name here)** provide a means for **(insert Middle Level, Secondary or Post-secondary here)** to participate as student members of Business Professionals of America, in order to serve their career and technical educational interests.

# Article I. Organizational Name

The name of this organization shall be “**(insert your chapter name and division here)**” **Article II. Purpose**

The purpose of the **(insert your chapter name and division here)** shall be:

* To provide opportunities for chapter members in leadership and development.
* To unite in a common professional bond without regard to race, color, religion, national origin or ancestry, age, sex, marital status, creed, sexual orientation, or disability of students interested in business careers as their objective.
* To develop leadership abilities through participation in career and technology education, civic, recreational, and social activities.
* To assist students in establishing realistic career 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 utilizing the democratic process.
* To foster an understanding of the functions of labor, entrepreneurial, and management organizations in the American free enterprise system.
* To develop competent, assertive business leaders.
* To develop and strengthen members’ confidence in themselves and their work.
* To foster practical application of business and information technology education skills through competition.

# Article III: Organization

* The **(insert your chapter name and division here)** shall be managed by an approved Local Chapter Advisor certified in Career and Technical Education, with support provided by **(enter your school name here)** administration.
* The **(insert your chapter name and division here)** shall follow all policies and procedures as outlined by all National Business Professionals of America governing documents.

# Article IV: Membership

* The **(insert your chapter name and division here)** shall follow the membership year as outlined by National Business Professionals of America, which runs from September 1 through August 31.
* Membership in the **(insert your chapter name here)** shall consist of **(insert your division here)** members enrolled in a technology-related program of study, with a career objective of gaining employment in a business related career field.
* The **(insert your chapter name here)** shall be open to all students regardless of race, color, religion, national origin or ancestry, age, sex, marital status, creed, sexual orientation, or disability.
* The approved Local Chapter Advisor of **(insert your chapter name here)** shall set the annual local chapter membership dues for student members.
* By paying dues and becoming a student member of the **(insert your chapter name here)**, each student member agrees to abide by the guidelines set forth by National Business Professionals of America, as well as any established state and local bylaws, rules and regulations, dress codes, and competitive event guidelines.

# Article V: Leadership

* The approved Local Chapter Advisor and elected local chapter officers of the **(insert your chapter name here)** shall manage the day-to-day operations and overall management of the local chapter.
* The elected chapter officers of the **(insert your chapter name here)** shall consist of the following positions, which will serve a one (1) year term:
	+ President
	+ Vice President
	+ Secretary
	+ Treasurer
	+ Reporter
	+ Historian
	+ Parliamentarian
* The approved Local Chapter Advisor reserves the right to remove a local chapter officer from their elected position, shall the officer fail to:
	+ carry out assigned duties.
	+ exhibits conduct inappropriate of a local chapter officer.
	+ exhibits conduct detrimental to the local chapter officer team.

# Article VI: Qualifications to Run for Chapter Office

* To be eligible to run for a Chapter office, chapter members must meet all qualifications as established by the Local Chapter Advisor or as outlined in the bylaws established by the **(insert your chapter name here)**.

# Article VII: Duties of Local Chapter Officers

* **President:** It shall be the duty of the Chapter President to preside at all business meetings; with the approval of the Local Chapter Advisor, establish and appoint members and chairs of appropriate committees for a period not to exceed his/her term of office and assist these committees in their charge; serve as ex-officio, non- voting member of all committees; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the **(insert your chapter name here).**
* **Vice President:** It shall be the duty of the Vice President to serve in any capacity as directed by the President or Local Chapter Advisor; accept the responsibilities of the President as occasions may demand; assist in compiling and publishing the Local Chapter Annual Report; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the **(insert your chapter name here)**.
* **Secretary:** It shall be the duty of the Secretary to keep an accurate record of all local chapter meetings; promptly submit one (1) printed copy of the minutes and any substantiating reports to the Local Chapter Advisor and President of the **(insert your chapter name here)**; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the **(insert your chapter name here)**.
* **Treasurer:** It shall be the duty of the Treasurer to keep accurate records of all financial transactions conducted by the local chapter; provide a financial report at each local chapter meeting; work closely with the President and Local Chapter Advisor on fundraising initiatives; and promote the general welfare of Business Professionals of America and the **(insert your chapter name here)**.
* **Reporter:** It shall be the duty of the Reporter to prepare and submit the **(insert your chapter name here)** news to all news media; compile local chapter activity news for the local newsletter; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the **(insert your chapter name here)**.
* **Historian:** It shall be the duty of the Historian to document and submit all historical events such as conferences, meetings, etc.; compile local activities for the Local Chapter Scrapbook; be available for promoting the general welfare of chapter meetings; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the **(insert your chapter name here)**.
* **Parliamentarian:** It shall be the duty of the Parliamentarian to advise the President and other Local Chapter Officers on the orderly conduct of business in accordance with the organization’s bylaws and the current edition of Robert’s Rules of Order, Newly Revised; be responsible for the general conduct at all local chapter meetings; rule on rules of order, should the occasion arise, during business meetings; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the **(insert your chapter name here)**.

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