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Tomorrow's business professionals.

# **Business Professionals of America**

## **Policies and Procedures**

**APPROVED BY THE BOARD OF TRUSTEES**

**Updated September 30, 2018**

## POLICIES AND PROCEDURES

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## POLICIES AND PROCEDURES

### BOARD OF TRUSTEES/CORPORATE POLICIES AND PROCEDURES

#### I. Corporate Responsibility Statement

We expect employees and contracted services to meet high ethical standards in all aspects of our business, by conducting our activities with honesty and integrity, adhering to our corporate responsibility, principles, and complying with applicable laws and regulations.

#### II. Operational Procedure

- A. The Executive Director shall request from the State Supervisor/Advisor, sixty (60) days prior to the Annual Corporate Meeting, the name of the State's Corporate Members.
- B. The Chair of the Board shall announce the Annual Corporate Meeting thirty (30) days in advance of the meeting date.
- C. The Chair of the Board shall provide each designated Corporate Member with an agenda thirty (30) days before the date of the Annual Corporate Meeting.
- D. If a division president cannot be present, the next available ranking officer shall serve as the proxy for the division.
- E. The Board Chair may invite a representative of a non-affiliated state hosting a NLC to participate in any appropriate activities or serve as a special consultant during the year prior to the NLC in the non-affiliated state.

#### III. Nomination/Election Criteria

##### A. Nomination requirement

As a part of the nomination procedure, each candidate shall submit a signed Board of Trustees Acceptance Form.

##### B. Board member classification definitions:

**At-large Member**: At-large members must be employed in a position directly related to business, information technology, and/or office occupations education or Business Professionals of America. This shall include: teaching at any level; local supervisors of business, information technology, and office occupations; Business Professionals of America state sponsors, state advisors, executive secretaries; Alumni members employed in a business occupation; and representatives of business and/or service industries. The at-large members should be employed in a Business Professionals of America affiliated state unless place of employment is changed after election.

**Middle level local advisor**: A business education, information technology, and/or office education teacher who is serving as an advisor/sponsor at the middle level.

**Secondary local advisor**: A business education, information technology, and/or office education teacher who is serving as an advisor/sponsor at the secondary level.

**Teacher/advisor from a post-secondary institution (Post-secondary local advisor)**: A business, business education, information technology, and/or office education teacher who is serving as an advisor/sponsor at a certificate, associate, or baccalaureate level institution.

**State supervisor**: Any state officer in business education, information technology, and/or office education and/or the person designated by the career and technical

education division of the state department of education or state board of career and technical education.

**State advisor**: The key individual within the State Association who handles the day-to-day operation of the State Association, national's primary contact within the state.

**Immediate Past Board Chair**: This individual is appointed by nature of his/her position and serves in a non-voting ex-officio capacity, unless serving under his/her term of office.

**Executive Director**: This individual is appointed by nature of his/her position and serves in a non-voting ex-officio capacity.

**Secondary and Post-Secondary Presidents**: The student presidents shall be the individuals elected as president by the appropriate student division.

**National Business Advisory Council representative**: An individual representing the business community who is appointed by the Board Chair and approved by NBAC. The member of NBAC shall serve as the liaison between the Board of Trustees and NBAC.

**Business representative**: An individual representing the business community.

**Alumni representative**: The Alumni representative shall be any former student division member who is an alumni member.

#### C. Term of Office

1. No Board of Trustees member, regardless of membership classification(s), shall serve more than two consecutive Board terms unless the member originally served out an unexpired term. A member who has served more than half a term is considered to have served a full term.
2. Any former member and/or ex-officio member, who has served two consecutive terms, must sit out one year before being eligible to serve on the Board of Trustees. A Board of Trustees member, who changes job classification during his/her first term, may be elected in the new qualifying classification. The total term of service for the combined classifications may not exceed six (6) years.

#### IV. Member Responsibilities

##### A. Attendance

1. Board Members shall be expected to attend each Board Meeting. If any member misses two (2) consecutive meetings, even though represented by proxy, a vacancy on the Board of Trustees shall be declared. An exception may occur when the Board examines reasons for a member's non-attendance and deems the cause of the absence to be an extenuating circumstance.
2. A minimum of 24-hours advance notice must be given to the Chair of the Board of Trustees if a Board Member is unable to attend an electronic meeting. In the event a Member misses three (3) electronic meetings without giving 24-hours advance notice to the Chair of the Board of Trustees, the Member is subject to removal from the National Board of Trustees. Extenuating circumstances preventing the Member from notifying the Chair of the Board of Trustees will be considered.

##### B. Committee Assignments

1. Board members shall serve on committees (a minimum of one) as appointed by the Chair of the Board. Responsibility and initiative shall be exercised by each committee member in effecting the desired results of the committee's charge.

##### C. Representation of classification from which elected



1. Board members shall cast votes on Association matters that are in the best interest of the National Association and shall eliminate particular state views and personal biases.

#### D. Voting Rights

1. Voting rights shall be exercised in person or by proxy. The Executive Director, or Chair of the Board, shall be notified in writing and provided the name of the proxy person any time prior to the official start of the meeting or before the start of the reconvened meeting.

#### V. Expense Reimbursement

##### A. Expenses of Board of Trustees members

Legitimate, authorized expenses for attendance at Board meetings may be reimbursed.

1. Reimbursement shall be based on the most economical transportation and double occupancy housing for the day(s) of the Business Professionals of America Board meetings only.
2. Board members requesting reimbursement for other than Board meetings must provide justification and receive prior approval of the Board of Trustees. The total expense shall not exceed the legitimate, authorized expenses approved.
3. Board members requesting reimbursement for NLC expenses must provide justification and receive prior approval from the Executive Director. The total expense shall not exceed the legitimate, authorized expenses approved.

##### B. Legitimate Expenses

1. Air (coach) or auto, whichever is least expensive and parking fees with receipt. Authorized mileage reimbursement, round trip from city to city, will be at the current Federal Government rate.
2. Actual cost of meals will be reimbursed, with a maximum of \$50 per full (with receipts), as allowed. Meal breakdowns are as follows: Breakfast - \$10, Lunch - \$15, Dinner - \$25. If a meal is provided, that meal shall not be considered a reimbursable expense. On partial days claimants would receive 75% of allocation.
3. Lodging expense in keeping with average costs in the meeting city.
4. Ground transportation to and from the airport by the most economical and/or practical mode with receipt. Cab fare only when in keeping with specific assignment while carrying out responsibility for the Board.
5. Under certain conditions, car rental when specifically authorized by the Executive Director in concurrence with the Chair of the Board, may be legitimate reimbursable expense. Car rental for personal transportation or convenience shall not be considered reimbursable expense.
6. Reasonable payment of tips.
7. All reimbursement requests must be accompanied by receipts except for tolls and mileage.
8. Expense reports must be submitted within 45 days of the travel or meeting.

#### VI. Board Committees

##### A. Standing Committees

The Chairman of the Board, in consultation with the Executive Director, shall determine and appoint the Standing Committees which may include but are not limited to:

- Audit Committee
  - Finance Committee
  - Policies and Procedures Committee
  - Programs Committee
  - Personnel Committee
  - Strategic and Long-Range Planning Committee
  - Nominating Committee
1. Term of Service
 

All standing committees are appointed annually for a one-year term to carry out the committee charge as determined in writing by the Chair of the Board and/or the Executive Committee and shall have the responsibility for reporting progress to the Board Chair on a regular basis, and to the Board at regularly scheduled meetings.
  2. Organization/Authority/Procedures
    - a. Organization: The Chair of the Board in consultation with the Executive Director shall appoint a committee to handle each standing committee assignment and shall determine the chair of each committee to direct the activities of each.
    - b. Procedures: Standing committee assignments shall be sent by the Chair of the Board of Trustees at least 15 days prior to the Annual Summer Meeting which would allow committee members time to review and begin work on their assignments. At the Annual Summer meeting of the Board of Trustees the committee chairs shall review with their committee members, the “charge” to the committee and shall submit to the Chair of the Board a written plan of action no later than one month following the Summer Meeting
    - c. Authority: Standing Committees shall have vested in them the authority to carry out their committee assignments. Meetings of the committee and items of budget consideration shall be approved by the Board Executive Committee and Executive Director.
- B. Committee Charge/Report Procedure
1. Role of Committee Chair
    - a. Shall receive committee charges on the official Committee Charge form.
    - b. Review and expand on the objectives and/or activities.
    - c. Assign activities to committee members.
    - d. Establish a time frame for completion.
    - e. Establish estimated costs.
    - f. Submit final committee report to Board Chair, Executive Director, and committee
    - g. File on official charge form within one month following committee meeting
  2. Role of Committee Members
 

Serve as directed by the committee chair.
- C. Standing Committees and Responsibilities
1. Audit
 

The Audit Committee shall oversee an annual audit of the organization’s financial records in accordance with generally accepted accounting principles, and report the findings and/or opinions to the Board of Trustees and the Corporate Body.
  2. Finance
 

The Finance Committee shall evaluate Board of Trustees initiatives and priorities in relationship to the budgeting process that the initiatives are planned and

implemented as budgeted expense items in the current or future fiscal years. The committee shall serve as a liaison between the planning process of the Board committee and implementation by staff as it relates to the budgeting process.

3. Policies and Procedures

The Policies and Procedures Committee shall analyze reports, recommendations, and conditions, which arise to determine if the Board of Trustees should adopt a policy. The committee will address situations/conditions, which arise where neither policy nor procedure has been established. Review with the Board of Trustees any additions or revisions necessary to the Policy and Procedures Manual. The committee shall serve as a liaison between the Board of Trustees and all support groups/student divisions.

4. Personnel

The Personnel Committee shall review the BPA Employee Handbook to ensure that the association's policies are in compliance with current employment laws and organizational practice.

5. Programs

The Programs Committee will be responsible for reviewing and monitoring the programs offered to the members of the association. The committee shall identify new program activities. The programs include but are not limited to:

- BPA Cares and Torch Awards Programs: review changes made by the staff to the BPA Cares Awards Program in order to determine if additional changes should be made. The committee shall submit recommendations to the staff for review and possible adoption to the BPA Cares Awards Program. The committee will also select the Outstanding Service Award and Hall of Fame award recipients and present their recommendations to the Executive Committee for approval.
- Workplace Skills Assessment Program: recommend changes in events that have been presented by the CEAC Liaison or a designated representative. Only the Programs Committee members representing the Board of Trustees shall present the Workplace Skills Assessment Program recommendations to the Board for final approval.
- Certification: evaluate the current certification programs offered and identify additional certification programs that the association should offer.
- Divisions: submit recommendations to the staff for developing and monitoring new divisions or related programs.
- NLC: review evaluations of national conferences and submit recommendations of changes to the national center staff for feasibility study (NLC site selection\*).
- Leadership Program: review and recommend methods to enhance systems to increase the leadership component of the association.

6. Strategic and Long-Range Planning Committee

The Strategic and Long-Range Planning Committee is responsible for formulating the future direction of the organization and is to address concerns of the organization in concert with the mission statement and goals of Business Professionals of America. This committee will review a one (1) year plan of work, maintain the 3-5 year strategic plan, and maintain an optional 5-10 year long range plan.

## 7. Nominating Committee

Nominating committees, consisting of three (3) or five (5) members each, shall be elected annually, during the Annual Summer Meeting, by the Board of Trustees for a one year term, to carry out the committee charge as determined in writing by the Chair of the Board of Trustees and/or the Executive Committee. The committee shall include Board of Trustee members, Corporate members, and a National Business Advisory Council member.

The NLC site selection procedure will include NLC site presentations for public relations purposes and a report with recommendations will be presented for approval by the Board of Trustees from the Director of Member Services and Events at the Annual Summer Board of Trustees Meeting.

## VII. Ad Hoc Committees/Task Force

### A. Purpose

The Board Chair shall appoint Ad Hoc Committees/Task Forces when deemed advisable to affect the work of the Association and when the assignment falls outside the normal activities handled by Standing Committees.

### B. Responsibility

The Ad Hoc Committee/Task Force shall only address itself to the specific assignment for which it was appointed.

### C. Organization

The Board Chair, in consultation with the Executive Director, shall appoint a committee membership capable of handling the assignment. The Board Chair shall appoint a committee chair to direct the activities of the Ad Hoc Committee/Task Force.

### D. Procedures

The committee shall be given the assignment and shall be given the parameters within which the work shall be conducted. If it is necessary for the committee/task force to have a budget in order to carry out its assignment, specific details shall be provided to the Ad Hoc Committee/Task Force Chair by the Chair of the Board, in consultation with the Executive Director and Board Treasurer.

### E. Reporting

The findings of Ad Hoc Committees/Task Forces shall be prepared in written form and presented to the Chair of the Board, with a copy to the Executive Director.

### F. Authority

Ad Hoc Committee/Task Force shall have no authority to speak or to take action for the Board outside the activities necessary to carry out their commission as delegated to them by the Board.

## VIII. E-mail Voting

E-mail voting should not be used for highly sensitive or controversial issues and is at the discretion of the Board of Trustees if it fits or does not fit into either of these areas.

### A. Motion

The Board Chair or acting Chair may call for an e-mail vote if two additional Board of Trustees members agree that a vote is required. The person calling for the vote (hereafter referred to as Chair) must include the following in the e-mail message:

1. List the motion(s). If there is more than one motion in an e-mail vote, the motions should be numbered #1, #2, and so forth.
2. The Chair may include a paragraph or two describing the motion(s).
3. Give the timetable for discussion of the motion(s) identifying the exact ending date and time that discussion will conclude.
4. Give the timetable for voting identifying the exact ending date and time that voting will conclude.
5. Give direction on how to vote. When there is more than one item being voted on, indicate if each item is to be voted separately, as complete block or what is blocked together.
6. List the other two Board of Trustees members that agreed that a vote is required.

#### B. Discussion

Discussion on the motion(s) to be voted upon will be limited as indicated below.

1. When discussion took place during a previous Board of Trustees meeting or a Board of Trustees conference call, no less than two business days of discussion will be allowed.
2. On a new motion, no less than four business days will be allowed and must include at least one business day in two different weeks.

#### C. Voting

1. All votes are to be sent to the Chair only.
2. The Chair is to keep the original message of all Board of Trustees e-mail votes electronically and will bring them to the next official Board of Trustees meeting. Following the meeting the Chair may delete the electronic files, if no question on the outcome was brought before the Board.
3. Minimum length of time for members to vote on the motion(s) is five (5) business days.
4. The Chair must inform the entire Board of the outcome of the voting.
  - a. When a quorum of the votes is received by the deadline and the deadline has passed, a listing of each person and how they voted on each motion/set of motions is to be e-mailed out within 48 hours of the deadline. Once the deadline has passed, and the result announced, the result cannot be changed unless a person is appealing the results as stated under Section D below. Even though a majority of the votes may be received before the deadline, voting still is open until the established deadline.
  - b. When a majority of the Board members have not voted by the established deadlines, one of the following steps will be completed.
    1. The Chair may extend the deadline two business days in which case an e-mail must be sent to all the members that did not vote with a "cc" to those that did. The Chair, or his/her designee, may contact Board members that did not vote provided that all these members are contacted in a similar way. When contacting those members that did not vote, no indication of the current status of any of the motion(s) may be given.

2. The Chair may declare the motion failed due to lack of a quorum and must indicate who voted and who did not vote. The Chair may not disclose how any of the Board of Trustees voted.

D. Appeal

1. Board members may appeal the result of the vote if the Chair incorrectly stated their vote.
2. A Board member will have two business days after the result has been announced to send to all Board members an e-mail message indicating that their vote was incorrectly stated.
3. The Chair must respond within two business days after receiving the appeal and include the following in the e-mail to all Board members:
  - a. Indicate if the vote was correctly stated or not.
  - b. Forward a copy of the member's original e-mail vote.
  - c. The Chair must restate the result of the vote in the updated summary message.

E. Clarifications

1. Business days are considered Monday through Friday inclusive.
2. Sundays are the beginning of a week.
3. Business hours are based on the time of the National Center's clock (Eastern Standard Time).
4. A business day requires a minimum of seven (7) hours (between the hours of 8:00 a.m. and 5:00 p.m. EST).
5. Amendments to the motion(s) are not allowed.

## SUPPORT GROUPS POLICY AND PROCEDURES

Support structures shall include: The Executive Director, Classroom Educators Advisory Council (CEAC), National Business Advisory Council (NBAC) and State Association Advisory Council (SAAC). All support groups shall operate within the stated purposes and procedures.

I. The Executive Director shall:

- A. Be the chief executive officer of the association.
- B. Serve as liaison to the Board of Trustees on behalf of the National Center staff.
- C. Attend all Board meetings, ex-officio.
- D. Report to the Board at each board meeting.
- E. Serve as an ex-officio member of all Board appointed committees.
- F. Have the authority to set the meeting agenda and direction for the CEAC summer meeting.
- G. Perform such duties as specified in the Code of Regulations of Business Professionals of America, Inc.
- H. Submit a written quarterly report to the Board of Trustees
- I. Submit a monthly summary report to state advisors of BPA activities which includes but is not limited to membership statistics, conference information/updates, summary of Board actions, National Center updates, financial information, new programs, etc.

## II. Classroom Educators Advisory Council (CEAC)

### A. Vision Statement

The vision of the Classroom Educators Advisory Council is to ensure the production and administration of world-class co-curricular assessments.

### B. Purposes

1. Serve as a liaison between Business Professionals of America advisors and the Board of Trustees.
2. Promote the objectives of the Business Professionals of America programs.
3. Establish and monitor effective Workplace Skills Assessment Program competitive events.
  - a. Serve as a clearinghouse for suggested improvements and changes pertaining to competitive events.
  - b. Ensure that their State Association is informed of currently adopted Workplace Skills Assessment Program guidelines.
4. Responsibility Area
  - a. Update and revise the Competitive Events Guidelines, Style & Reference Manual and the Human Resources Manual of the WSAP.
  - b. Review and audit individual competitive events.
  - c. Develop and update the guidelines for authors, auditors, administrators, proctors and judges.
  - d. Research emerging business practices and recommend additions and deletions to the Workplace Skills Assessment Program, including alignment with National Standards and workplace validation.
  - e. Review input gathered via the recommendation forms to determine the necessary course of action to be taken for each Workplace Skills Assessment related item.
  - f. Provide assistance to local chapter advisors and members when preparing for event competition through explanation of new events and the modifications and updates to existing events.
  - g. Operate in a partnership-oriented manner with the Director of Education to ensure the successful operation of all aspects of the conferences competitive events.
  - h. Provide assistance to the Director of Education during the National Leadership Conference. Areas of assistance may include, but are not limited to:
    1. APG Orientation
    2. Judges Orientation
    3. On-call Administration
    4. Headquarter Assistance

### C. Membership

1. A member of CEAC must currently be a full or part time educator with at least three (3) years of experience as a BPA advisor.
2. CEAC representatives must be current professional level members of BPA.
3. The membership of CEAC shall consist of one middle level, one secondary and one post-secondary representative from each affiliated state. The method of selection shall be determined by each State Association. The representative shall be recognized by the Board of Trustees for membership on CEAC.

4. The Director of Education shall serve on this council in a non-voting ex-officio capacity.
5. The term of a CEAC member shall be for a period of three (3) years beginning at the conclusion of the NLC. At the end of the three-year term the state may choose to re-appoint/re-elect the member.
6. If a CEAC member's qualification status changes during the term, the position is declared vacant.
7. In the event a member is unable to attend a Council meeting, it shall be the responsibility of that respective member's state to appoint or elect an alternate who meets the same qualifications as a CEAC member.
8. Following NLC, but no later than June 1, the State Advisor shall certify in writing the state's CEAC representative(s). The certification must be sent to the Executive Director.
9. A member of CEAC may not serve simultaneously on SAAC

#### D. Vacancies

If a member cannot fulfill a designated term, a replacement should be provided by the respective member's state to fill the unexpired term.

#### E. Officers

1. The officers shall be: Chair and Chair-elect, and Secretary.
2. The terms of office will be one year and shall begin at the conclusion of the NLC.
3. Chair-elect and Secretary will be elected the last day of CEAC Summer Meeting by a majority of those voting at the CEAC Summer Meeting.
4. Chair-elect will serve with the Chair for one term and serve as Chair the following term.
5. The Secretary may be re-elected.

#### F. Duties and Responsibilities

The officers shall be responsible for carrying out their duties as stated:

1. The Chair
  - a. Preside over all meetings.
  - b. Confer with the Director of Education in developing the agenda distributed by the National Center.
  - c. Be the contact person to the Programs Committee and the National Center.
  - d. Preside over committee sessions.
  - e. Work with and designate assigned work to all divisions.
  - f. Be a member of all subcommittees.
  - g. Distribute information to all members.
2. The Chair-elect
  - a. Serve as chair when Chair is absent.
  - b. Assist in preparing agenda for meetings.
  - c. Work with and assist Chair as needed.
  - d. Be a member of all subcommittees.
  - e. Assist Director of Education in tracking audit and revision of Competitive Events at Summer Meeting.
  - f. Meet with the Director of Education to review final versions of assessments.
3. The Secretary
  - a. Record minutes for CEAC meetings



- b. Record discussion regarding recommendations
- c. Work with the Chair and Chair-elect as needed
- d. Assist in the gathering and preparation of resources for CEAC meetings
- e. Meet with the Director of Education to review final versions of assessments.

#### G. Meetings

1. Two official meetings shall be held annually—one in conjunction with or prior to the Summer Board of Trustees' meeting and the second in conjunction with the National Leadership Conference.
  - a. The national organization shall reimburse Summer Meeting participants for three (3) nights lodging, based upon double occupancy.
  - b. Actual cost of meals will be reimbursed, with a maximum of \$50 per full day (with receipts), as allowed. Meal breakdowns are as follows: Breakfast - \$10, Lunch – \$15, Dinner -\$25. If a meal is provided, that meal shall not be considered a reimbursable expense. On partial days claimants would receive 75% of allocation
  - c. Expense reports must be submitted within 45 days of the travel or meeting.
2. Parliamentary procedure for all meetings will be governed by the current edition of *Robert's Rules of Order Newly Revised*.

#### H. Voting

1. A quorum shall consist of 50% of the membership at each officially called meeting.
2. Each member shall have one vote.
3. A substitute/alternate shall have the same voting rights as a member.

#### I. Amendments to Operating Policies

1. Proposed amendments must be presented to CEAC members thirty (30) days prior to an official meeting. The amendment shall be voted upon at the next official meeting.
2. All amendments approved by the Council must then be submitted to the Board of Trustees for official action.

#### J. Committees

Sub-committees shall be appointed at the discretion of the Chair.

### III. National Business Advisory Council (NBAC)

#### A. Purposes

The National Business Advisory Council shall serve as liaison between business and industry and the Board. It shall provide industry insight to Business Professionals of America programming, identify and recommend ways business may become involved, participate in activities to obtain financial support where appropriate, and advocate for Business Professionals of America within business and industry.

#### B. Membership

The membership of the NBAC shall consist of members of the business community representing the assessment areas of the Workplace Skills Assessment Program. The Alumni Representative and the Business Representative on the Board of Trustees shall serve as a voting member. The Chair of the Board of Trustees and the Executive Director shall serve in an ex-officio capacity. Every major contributor or sponsor may appoint one (1) representative to serve as a participating member of NBAC.

- C. Selection  
Members shall be approved by the Board of Trustees based upon recommendations from NBAC.
- D. Term of Office  
Members shall serve for a three-year appointment with the exception of the Alumni Representative and the Business Representative who shall serve only during their term on the Board of Trustees. Members may be re-appointed.
- E. Officers  
Officers shall be a Chair, Chair-elect, and Secretary elected to a two-year term by a majority vote of those present and voting at a fall NBAC meeting.
- F. Quorum  
A quorum shall consist of those members present at an officially called meeting.
- G. Meetings  
Meetings shall be held quarterly via conference call or other electronic means. Additional meetings shall be held at the discretion of the NBAC Chair. Minutes shall be taken and a report given to the Board of Trustees. Meetings shall also be attended by the staff liaison.
- H. Voting  
Each Council member present at an officially called meeting shall have one vote. No provision is made for proxy voting.
- I. Responsibility
  1. NBAC shall be responsible to the Board and shall report to the Board through the NBAC Board representative.
  2. The NBAC shall be responsible for determining an annual program of work and shall work with the Executive Director and the Chair of the Board of Trustees to further the goals and programs of Business Professionals of America, and to assist in its growth and development.

#### IV. State Association Advisory Council (SAAC)

- A. Purposes
  1. Serve as a liaison between State Associations, Board of Trustees and National Staff.
  2. Promote enthusiasm, communication and cooperation among State Associations, and other CTSOs.
  3. Promote the mission, vision, and goals of the national organization.
  4. Provide input to the Board of Trustees and National Staff regarding national programs and activities affecting State Associations.
  5. Provide written evaluations of the National Leadership Conference along with suggestions for improvement to the national staff and a copy to the Board of Trustees.
  6. Support and facilitate the implementation of programs, policies and activities as established by Business Professionals of America Board of Trustees.
  7. Collaborate with CEAC, other support groups and special committees to improve programs.

## B. Membership

1. The membership of SAAC shall consist of one secondary and one post-secondary representative from each affiliated state and one BPA/Career Education Club of Florida representative. Representation will be determined as follows:
  - a. States where an individual is designated as being responsible for daily operations of the State Association, that individual shall serve on the SAAC.
  - b. States where an individual is not designated as being responsible for daily operations of the State Association, it shall be the responsibility of the state supervisor to annually determine the representative(s) to the SAAC and notify the Executive Director.
2. The State Advisor Board position will serve as the SAAC liaison to the Board of Trustees.
3. There shall be no definite term for membership on the SAAC, as the representatives shall serve as long as they hold the position of responsibility within their State Association.
4. A member of SAAC may not serve simultaneously on the CEAC Support Group.

## C. Officers

1. The officers shall be Chair, Chair-elect and Secretary.
2. The officers shall be elected during the annual NLC. The term of office shall begin at the conclusion of the NLC and end at the following NLC. The Chair-elect shall succeed the Chair.

## D. Duties and Responsibilities

1. The Chair shall:
  - a. Preside over all meetings.
  - b. Confer with the Executive Director in developing the agenda that shall be distributed by the National Center.
  - c. Confer with the Director of Member Services and Events to bring the updated State Advisor Planning Guide to the Summer Meeting for distribution.
  - d. Serve as a member of all SAAC committees.
2. The Chair-elect shall:
  - a. Serve as Chair when Chair is absent.
  - b. Assist in preparing agenda for meetings.
  - c. Work with and assist Chair as needed.
  - d. Be a member of all subcommittees.
3. The Secretary shall:
  - a. Record and distribute the meeting minutes to all SAAC members.
  - b. Serve in the absence of the Chair and Chair-elect.
  - c. Perform such other duties as the Chair may direct.
4. The Board liaison shall:
  - a. Attend the SAAC summer meeting.
  - b. Present a written report (prepared in conjunction with the SAAC Chair and Secretary) of the SAAC meeting to the Board of Trustees during the annual summer meeting.
  - c. Present a written report of Board action to all SAAC members.

- E. Meetings
  1. An annual summer meeting shall be held immediately prior to the Board of Trustees annual meeting. All official business shall be conducted during this meeting.
  2. SAAC representatives from secondary and post-secondary may hold a meeting during the National Leadership Conference.
  3. Parliamentary procedure for all meetings shall be governed by the current edition of *Robert's Rules of Order Newly Revised*.
- F. Voting
  1. A quorum shall be a majority of the SAAC membership.
  2. Each state division present shall have one (1) vote.
- G. Proxy
  1. In the event a SAAC member is unable to attend a SAAC meeting, a representative from that state (which shall not be another SAAC member) may be designated for the purpose of exercising due voting rights during the SAAC meeting.
  2. The Executive Director shall be notified in writing and provided the name of the proxy person at least one day prior to the SAAC meeting.
- H. Amendments to Operating Policies
  1. Proposed amendments must be presented in writing to all SAAC members thirty (30) days prior to the summer meeting. The amendment shall be voted upon at the summer meeting.
  2. All amendments approved by SAAC must then be submitted to the Board of Trustees for official action.
- I. Committees
 

Committees shall be appointed at the discretion of the Chair.

## FINANCIAL STRUCTURE AND RELATED ACTIVITIES

- I. Budget Planning, Preparation, and Monitoring
  - A. Responsibility
    1. It shall be the responsibility of the Executive Director and the National Staff to prepare an annual budget and such other financial resumes and reports as requested by the Board of Trustees.
    2. An annual narrative plan of work shall be developed and presented with the annual budget. This narrative shall present the program of work in terms of anticipated income and expenditures.
    3. Financials will be provided by staff thru the Board Treasurer/Finance Committee to the full Board of Trustees for review prior to each board meeting.
  - B. Procedures
    1. The proposed fiscal year budget shall be mailed to all members of the Board of Trustees at least fifteen (15) days prior to the Summer Board Meeting.
    2. The Board of Trustees shall adopt the budget for the next fiscal year at the Summer Board Meeting.
    3. The Board shall set the salary of the Executive Director. The Executive Director shall set the salaries of the office staff as approved in the budget. The Board shall approve all new staff positions.

4. Monies spent for gifts for the office staff, flowers, and memorials shall be from the fiscal year's budget.
- C. Income
1. Income shall be derived from membership dues of the Secondary, Middle Level, Post-secondary, and Alumni Divisions as set by the Board of Trustees.
  2. The Executive Director shall be charged with the responsibility of managing additional income sources: i.e., royalties, advertising, sale of Business Professionals of America materials, publications, and grants.
  3. Income received from joint activities with other nonprofit organizations shall not exceed expenses incurred.
  4. All income derived from national conferences shall be recorded in separately titled accounts.
    - a. All national conferences shall be self-supporting with expenses not to exceed income.
    - b. All income related to the National Leadership Conference (i.e., Workplaces Skills Assessment Program sponsorship, exhibitor income, and registration fees) shall be posted to a NLC account.
- D. Expenses
1. Board Expenses
 

Travel and per diem expenses for Board members may be reimbursed for Board Meetings in accordance with the current budget approved by the Board of Trustees. See: [BOARD OF TRUSTEES/CORPORATE POLICIES AND PROCEDURES – V. Expense Reimbursement, A & B.](#)
  2. Students
 

Travel and per diem expenses of Secondary and Post-Secondary Officers attending the National Leadership Conference shall be reimbursed in accordance with the current budget approved by the Board of Trustees. See: [BOARD OF TRUSTEES/CORPORATE POLICIES AND PROCEDURES – V. Expense Reimbursement, A & B.](#)

    - a. Student officer expenses incurred while traveling at the request of the National Association shall be reimbursed in accordance with the current budget approved by the Board of Trustees.
    - b. Student officer expenses incurred while traveling at the request of a State Association shall be reimbursed by the State making the request.
  3. Alumni
    - a. The Alumni Division shall be a self-supporting division and shall develop its budget in coordination with the Executive Director.
    - b. All income and expenses of the Alumni Division shall be administered by the Executive Director.
  4. Committees
    - a. The activities to be undertaken by Standing or Ad Hoc Committees shall be determined, when possible, at the Annual Meeting of the Board of Trustees. Appropriate expenses necessary to carry out these activities shall be incorporated in the annual budget.

- b. Travel and per diem expenses for committee activities may be reimbursed when requested through the Board Chair, in consultation with the Executive Director, in accordance with the current budget approved by the Board of Trustees. See: [BOARD OF TRUSTEES/CORPORATE POLICIES AND PROCEDURES – V. Expense Reimbursement, A & B.](#)
- c. The Finance Committee shall create a timeline that ensures that they meet all of their charges.

## II. Financial Reporting

### A. Financial Advisor

The Board Treasurer shall serve the National Student and Alumni Organizations and shall designate responsibility for the receiving, depositing, investing, and disbursing of funds to the Executive Director in accordance with the budget approved by the Board of Trustees.

### B. Income and Expense Summary with Budget Comparison

It shall be the responsibility of the Director of Finance to prepare an income and expense summary, to include a comparison of budget and actual income and expenses. The Board Treasurer will review and analyze this summary. The financial report will then be forwarded to the full Board of Trustees in advance of each Board meeting.

### C. Annual Audit

1. The Board of Trustees shall instruct the Executive Director to arrange for an annual financial audit by an independent accountant(s) who will audit all Business Professionals of America accounts, prepare a balance sheet, and file appropriate forms with the Internal Revenue Service.
2. The Executive Director, in consultation with the Audit Committee, Finance Committee and/or Board of Trustees, will review and implement the audit recommendations deemed appropriate.
3. A copy of the fiscal audit report shall be distributed to each State Association.
4. An abridged version of the audit report shall be provided to the membership and shall be published on the Business Professionals of America website.

## III. Operational Procedures

### A. Handling of Monies

The Executive Director shall receive, open, and review all bank statements prior to passing them to the Director of Finance. The Director of Finance or designee shall receive and disburse all monies of the National Organization upon approval by the Executive Director.

### B. Excess Expenses

1. The Executive Director may approve and pay expenditures not to exceed ten percent (10%) of the budget amount within any category.
2. When category budget amounts exceed the 10% limitations, the Executive Director and the Board Treasurer shall indicate a transfer of funds from another category. This recommendation shall be made by the Board Treasurer as a part of his/her financial report to the Board of Trustees.

- C. Financial Consultant  
The Executive Director may determine, upon consultation with the Board of Trustees, a knowledgeable consultant to assist as a financial advisor to the Executive Director and Business Professionals of America.
- D. Special Activities
  1. The Board of Trustees must approve any commitment of funds for special activities not previously budgeted.
  2. The commitment of funds for a special activity is contingent upon the Executive Director developing an acceptable funding source.
- E. Contractual Obligations
  1. When possible, three (3) bids must be received for contractual services over \$10,000.
  2. The Executive Director must approve all contractual obligations.

#### IV. Member Services

- A. Emblematic Materials  
Purpose: Business Professionals of America emblematic materials shall be used by the membership in order to display the character of the organization.
- B. Purchase  
All emblematic materials are copyrighted and can be purchased only from the National Center. The National Center protects emblematic materials by selling only to affiliated groups.
- C. Manufacture of Insignia  
All arrangements for the manufacture and sale of articles bearing the insignia, name, or motto of Business Professionals of America shall be made by the National Center. Any company interested in making arrangements for the manufacture of articles using the insignia, name, or motto of Business Professionals of America shall submit to the Executive Director for consideration: samples, price lists, and plans for royalties.
- D. Use of Emblematic Materials by Chapters and States  
If the emblem is reproduced, it shall be an exact replica. Members and advisors may use the emblem, including the name, motto, and design. Local chapters and State Associations may use the emblem on materials that have public relations value. Chapters and states may give permission to civic groups and organizations to reproduce and use the emblem when they are helping to interpret Business Professionals of America through non-assessment activities. The emblem and name may be used for fund raising projects that are sponsored by local chapters and State Associations. The name of the local chapter or State Association shall be spelled out on the above materials so that it will not give the impression that the fund raising project or the programs for which they are used are nationally sponsored.
- E. Tours
  1. The Executive Director and Director of Member Services and Events shall approve all organized tours sponsored by Business Professionals of America.
  2. The Executive Director and Director of Member Services and Events shall sign all contractual agreements regarding each tour and shall provide opportunities for insurance coverage for members participating.

3. The Director of Member Services and Events shall evaluate each tour conducted and shall report to the Board of Trustees at the Annual Meeting.

F. Insurance

1. The Executive Director shall evaluate and recommend to the Board an accident policy which will best protect those who attend the annual National Leadership Conference
2. A liability insurance plan shall be secured on an annual basis, covering National Staff and all persons performing service as requested by the National Organization. This coverage includes National Leadership Conference personnel, Board members, CEAC, NBAC, SAAC, and others as they perform services directly related to Business Professionals of America, as approved by the Executive Director.

G. Resources Available

The following list comprises types of resource materials that may be available through the National Center. All resources are evaluated periodically, updated and revised in order to meet the needs of the membership. Resources may include:

1. Chapter Management Reference
2. *The Wire*
3. Divisional Brochures
4. New Chapter Handbook
5. Leadership Development Series
6. National Officer Handbook
7. NLC Invitational Video
8. NLC Pre-conference Booklet
9. Public Service Announcements
10. BPA Cares Program Handbook
11. Torch Awards Handbook
12. Workplace Skills Assessment Program Guidelines
13. Custom Chapter Website System
14. Webinars
15. The SOURCE
16. Website: [www.bpa.org](http://www.bpa.org)
17. Marketing Collateral Pieces (“We Mean Business”, “We Get IT”)

H. Copyrighted Materials

1. Copyrighted materials may not be reprinted for other than classroom use except by Business Professionals of America. State associations, teachers, and others may quote or paraphrase material from these publications. If verbatim or substantially unchanged excerpts of material are to be used in another publication, permission must be secured, in writing, from the Executive Director. If permission is granted, full credit must be given to Business Professionals of America.
2. State Associations interested in distributing copyrighted publications not currently available in the desired quantity from the publication stock, should discuss with the Executive Director the possibility of a printing based on the commitment to purchase all or a major quantity of the publication. The printer shall be selected on a competitive basis and printing shall be done under agreement or contract and supervised by Business Professionals of America.



### I. Graphic Standards Manual

A graphic standards manual has been developed and all states, chapters and members must comply with these standards. This manual, while not a part of the Policies and Procedures Manual, is summarized and can be found online at [www.bpa.org](http://www.bpa.org).

## POLICIES AND PROCEDURES SECONDARY DIVISION

Board of Trustees policies and procedures of Business Professionals of America, Inc. which pertain to Business Professionals of America, Secondary Division shall become a part of the division's rules and regulations and shall not be amended, suspended, or rescinded by the division.

### I. Individual eligibility

- A. Individual student memberships received through the online system by February 15 shall entitle members to attend the NLC and shall be eligible for NLC competition if registered by the State Association or its designee.
- B. Membership payments must be received within 30 days of registration.
- C. Membership submitted online after February 15 shall entitle the members to attend the NLC; however, those members shall not be eligible to participate in NLC competition.
- D. Requests for membership after February 15 should be directed to the Director of Member Services and Events and the State Advisor.

### II. Dues

- A. Local chapters shall submit individual national membership dues directly to the National Center. Any state requesting exception to the dues policy must submit their appeal in writing to the Board of Trustees prior to July 1.
- B. Membership invoices may be changed without penalty no later than five business days after original submission date.
- C. An affiliated chapter's advisor must be a professional member of the organization.
- D. Membership received through the online system by November 15 will receive mailings from Business Professionals of America, Inc.
- E. The Board of Trustees shall establish annual dues for each membership classification, Secondary and Associate.

### III. National Officer Duties and Responsibilities

- A. Commit by signature and abide by the National Officer Code of Ethics, National Officer Code of Conduct, and the Delegate Conduct Practices and Procedures.
- B. Provide guidance, leadership and inspiration to all members.
- C. Represent the views of the membership, not those of the individual officer.
- D. Maintain proper and appropriate correspondence as necessary.
- E. Wear the official Business Professionals of America blazer when representing Business Professionals of America.
- F. Wear business attire when traveling by public transportation while representing Business Professionals of America.

- G. Submit to the National Officer Coordinator a report each month listing the activities participated in during that month.
- H. Carry out their responsibilities but shall not let them interfere with continuing their education.
- I. Be excluded from serving on state, district, or chapter nominating committees, endorsing potential candidates and becoming involved in any sort of campaign activities or serving as a voting delegate.
- J. Be allowed to participate in the Workplace Skills Assessment Program events at NLC, if qualified. Assessment event participation should not preempt NLC duties.
- K. Forward all requests received for services to the Executive Director and National Officer Coordinator who shall schedule all assignments.
- L. Notify the Executive Director and National Officer Coordinator immediately of circumstances that prevent carrying out an assignment.
- M. Be reimbursed for expenses incurred while performing approved services for the Association. Reimbursement for services for the National Association shall be:
  1. according to the policy established by the Board of Trustees. See: [BOARD OF TRUSTEES/CORPORATE POLICIES AND PROCEDURES – V. Expense Reimbursement, A & B.](#)
  2. arranged for by the Executive Director and the person making the request, and shall be paid for by the person/association receiving the service. In the event a state is unable to pay National Office travel expenses, the National Center may, upon request, assist within budget limitations.
- N. A National Officer may serve no more than two consecutive terms per division.
- O. A National Officer may not serve as a regional or state officer in conjunction with the national officer team

#### IV. Policies Whereby National Officers May Be Relieved from Duty

- A. The president, or next ranking active officer of the officer's division, will communicate by telephone and send a written confirmation by certified mail, to the inactive officer immediately after noticeable neglect. The confirmation will point out the officer's inactivity and request a letter of the officer's intent to continue as an active officer and a specific plan for improved performance within two (2) working days. Specific improvement must be shown within two weeks. An officer will receive only one written notice. If subsequent performance is not up to specified standards, the President, or next ranking officer of the officer's division, in consultation with the National Officer Coordinator, will declare the office vacant and the officer will receive written notice from the National Center of removal.
- B. Failure of an elected officer to be present at the NLC installation ceremony, for other than an emergency or medical reason, could result in an inactive National Officer status.
- C. Failure of an officer to adhere to the Code of Ethics shall be grounds for termination. Termination will be determined by the Officer Ethics Committee. The Officer Ethics Committee shall be composed of the Executive Director, one member of the Board of Trustees Executive Committee, one member of SAAC, and the highest ranking non-affected officer of both student divisions. The National Officer Coordinator and the officer's State Advisor will serve in a non-voting, ex-officio capacity. Business

Professionals of America is an integral part of the instructional program and emphasizes respect for the dignity of work and high standards in workmanship, scholarship and ethics. Professionalism is to be promoted at all times. Individuals are expected to follow the Code of Ethics, as well as respective local school behavior policies. The Code of Ethics states:

***Each individual assumes a number of obligations, one of which defines professional conduct. This Code of Conduct is an extension of the classroom situation. A professional code of conduct is required as would be proper for the classroom. This means that during Business Professionals of America functions, individuals are responsible for maintaining a high professional standard of conduct.***

- D. Replacement of a terminated officer will not be made.
- E. Copies of all written communication regarding inactive or terminated national officers shall go to the Business Professionals of America Executive Director, National Officer Coordinator, the Chairman of the Board of Trustees, the State Advisor of the state affected, and the local chapter advisor.

V. Meetings

- A. The annual meeting shall be called the National Leadership Conference.
- B. All meetings shall be conducted under the procedures outlined in the current edition of *Robert's Rules of Order Newly Revised* and the Business Professionals of America Chapter Management Reference.

VI. National Officer Coordinator

Responsibilities of the National Officer Coordinator shall be to:

- A. Serve as a Liaison between the National Officers and the National Center.
- B. Provide direction to the National Officers throughout the year and at NLC.
- C. Provide direction and guidance at the National Officer Training Meeting in the preparation of recommendations to the Board of Trustees.
- D. Provide information and insight into the policies of the Association and the Board of Trustees.
- E. Coordinate all travel arrangements for the national officers while representing or traveling on behalf of the National Association.

VII. Operational Procedures

The Division's Bylaws amendments shall be submitted to the Board of Trustees for review prior to being voted on by the Division's voting delegates.

*(Refer to NLC Section for national officer elections.)*

- VIII. Workplace Skills Assessment Program - Events available to Associate Members shall be limited to the following:

- Fundamental Accounting
- Fundamental Word Processing Skills
- Intermediate Word Processing Skills
- Medical Office Procedures
- Administrative Support Team
- Administrative Support Research Project
- Computer Network Technology
- Computer Security
- Fundamental Desktop Publishing
- Graphic Design Promotion
- Digital Publishing
- Digital Media Production
- Video Production Team
- Web Site Design Team
- Entrepreneurship
- Interview Skills
- Advanced Interview Skills
- Extemporaneous Speech
- Prepared Speech
- Presentation Management Team
- Any Open/General Event

## POLICIES AND PROCEDURES MIDDLE LEVEL DIVISION

Board of Trustees policies and procedures of Business Professionals of America, Inc. which pertain to Business Professionals of America Middle Level Division shall become a part of the division's rules and regulations and shall not be amended, suspended, or rescinded by the division.

- I. Individual eligibility
  - A. Individual student memberships received through the online system by February 15 shall entitle members to attend the NLC and shall be eligible for NLC competition if registered by the State Association or its designee.
  - B. Membership payments must be received within 30 days of registration.
  - C. Membership submitted online after February 15 shall entitle the members to attend the NLC; however, those members shall not be eligible to participate in NLC competition.
  - D. Requests for membership after February 15 should be directed to the Director of Member Services and Events and the State Advisor.
  
- II. Dues
  - A. Local chapters shall submit individual national membership dues directly to the National Center. Any state requesting exception to the dues policy must submit their appeal in writing to the Board of Trustees prior to July 1.
  - B. Membership invoices may be changed without penalty no later than five business days after original submission date.
  - C. An affiliated chapter's advisor must be a professional member of the organization.
  - D. Membership received through the online system by November 15 will receive mailings from Business Professionals of America, Inc.

E. The Board of Trustees shall establish annual dues.

III. The Middle Level Division shall not have national officers.

IV. Meetings

A. The annual meeting shall be called the National Leadership Conference.

B. All meetings shall be conducted under the procedures outlined in the current edition of *Robert's Rules of Order Newly Revised* and the Business Professionals of America Chapter Management Reference.

V. Operational Procedures

The Division's Bylaws amendments shall be submitted to the Board of Trustees for approval prior to being voted on by the Corporate members.

VI. WSAP Events available to the Middle Level Division shall be:

- Financial Literacy
- Business Math Concepts – Open
- Keyboarding Production
- Spreadsheet Applications
- Administrative Support Team
- Business Communication Skills Concepts – Open
- Digital Game Design Team
- Computer Literacy Concepts – Open
- Website Design Team
- Introduction to Video Production Team
- Graphic Design Promotion
- Presentation Management Team
- Prepared Speech
- Extemporaneous Speech
- Entrepreneurship Exploration
- Business Fundamentals Concepts – Open
- Virtual Multimedia and Promotion – Individual
- Virtual Multimedia and Promotion – Team
- Software Engineering Team
- Web Application Team
- Mobile Applications
- Promotional Photography
- Start-up Enterprise Team

## POLICIES AND PROCEDURES POST-SECONDARY DIVISION

Board of Trustees Policies and Procedures of Business Professionals of America, Inc. which pertain to Business Professionals of America, Post-secondary Division shall become a part of

the division's rules and regulations and shall not be amended, suspended, or rescinded by the division.

- I. Individual eligibility
  - A. Individual student memberships received through the online system by February 15 shall entitle members to attend the NLC and shall be eligible for NLC competition if registered by the State Association or its designee.
  - B. Membership payments must be received within 30 days of registration.
  - C. Membership submitted online after February 15 shall entitle the members to attend the NLC; however, those members shall not be eligible to participate in NLC competition.
  - D. Requests for membership after February 15 should be directed to the Director of Member Services and Events and the State Advisor.
  - E. Dual membership is allowed in the Post-secondary and Alumni divisions; however, a member may only vote, compete or hold office within one division the same year.
  
- II. Dues
  - A. Local chapters shall submit individual national membership dues directly to the National Center. Any state requesting exception to the dues policy must submit their appeal in writing to the Board of Trustees prior to July 1.
  - B. Membership invoices may be changed without penalty no later than five business days after original submission date.
  - C. An affiliated chapter's advisor must be a professional member of the organization.
  - D. Membership received through the online system by November 15 will receive mailings from Business Professionals of America, Inc.
  - E. The Board of Trustees shall establish annual dues.
  
- III. National Officer Duties and Responsibilities
  - A. Commit by signature and abide by the National Officer Code of Ethics, National Code of Conduct, and the Delegate Conduct Practices and Procedures.
  - B. Provide guidance, leadership and inspiration to all members.
  - C. Represent the views of the membership, not those of the individual officer.
  - D. Maintain correspondence with typed, proper style communications.
  - E. Wear the official Business Professionals of America blazer when representing Business Professionals of America.
  - F. Wear business attire when traveling by public transportation while representing Business Professionals of America.
  - G. Submit to the National Officer Coordinator a report each month listing the activities participated in during that month.
  - H. Carry out their responsibilities but shall not let them interfere with continuing their education.
  - I. Be excluded from serving on state, district, or chapter nominating committees, endorsing potential candidates and becoming involved in any sort of campaign activities or serving as a voting delegate.
  - J. Be allowed to participate in the Workplace Skills Assessment Program events at NLC, if qualified. Assessment event participation should not preempt NLC duties.

- K. Forward all requests received for services to the Executive Director and National Officer Coordinator who shall schedule all assignments.
- L. Notify the Executive Director and National Officer Coordinator immediately of circumstances that prevent carrying out an assignment.
- M. Be reimbursed for expenses incurred while performing approved services for the Association. Reimbursement for services for the National Association shall:
  - 1. Be according to the policy established by the Board of Trustees See: [BOARD OF TRUSTEES/CORPORATE POLICIES AND PROCEDURES – V. Expense Reimbursement, A & B.](#)
  - 2. Be arranged for by the Executive Director and the person making the request, and shall be paid for by the person/association receiving the service. In the event a state is unable to pay National Officer travel expenses, the National Center may, upon request, assist within budget limitations.
- N. A National Officer may serve no more than two consecutive terms per division.
- O. A National Officer may not serve as a regional or state officer in conjunction with the national officer team.

#### IV. Policies Whereby National Officers May Be Relieved From Duty

- A. The president, or next ranking active officer of the officer's division, will communicate by telephone and send a written confirmation by certified mail, to the inactive officer immediately after noticeable neglect. The confirmation will point out the officer's inactivity and request a letter of the officer's intent to continue as an active officer and a specific plan for improved performance within two (2) working days. Specific improvement must be shown within two weeks. An officer will receive only one written notice. If subsequent performance is not up to specified standards, the President, or next ranking officer of the officer's division, in consultation with the National Officer Coordinator, will declare the office vacant and the officer will receive written notice from the National Center of removal.
- B. Failure of an elected officer to be present at the NLC installation ceremony, for other than an emergency or medical reason, could result in an inactive National Officer status.
- C. Failure of an officer to adhere to the Code of Ethics shall be grounds for termination. Termination will be determined by the Officer Ethics Committee. The Officer Ethics Committee shall be composed of the Executive Director, one member of the Board of Trustees, one member of SAAC, and the highest ranking non-affected officer of both student divisions. The National Officer Coordinator and the officer's State Advisor will serve in a non-voting ex-officio capacity. Business Professionals of America is an integral part of the instructional program and emphasizes respect for the dignity of work and high standards in workmanship, scholarship and ethics. Professionalism is to be promoted at all times.
- D. Individuals are expected to follow the Code of Ethics, as well as respective local school behavior policies. The Code of Ethics states:

***Each individual assumes a number of obligations, one of which defines professional conduct. This Code of Conduct is an extension of the classroom situation. A professional code***

***of conduct is required as would be proper for the classroom. This means that during Business Professionals of America functions, individuals are responsible for maintaining a high professional standard of conduct.***

- E. Replacement of a terminated officer will not be made.
- F. Copies of all written communication regarding inactive or terminated national officers shall go to the Business Professionals of America Executive Director, National Officer Coordinator, the Chair of the Board of Trustees, the State Advisor of the state affected, and the local chapter advisor.

V. Meetings

- A. The annual meeting shall be called the National Leadership Conference.
- B. All meetings shall be conducted under the procedures outlined in the current edition of *Robert's Rules of Order Newly Revised* and the Business Professionals of America Chapter Management Reference.

VI. National Officer Coordinator

Responsibilities of the National Officer Coordinator shall be to:

- A. Serve as a liaison between the National Officers and the National Center.
- B. Provide direction to the National Officers throughout the year and at NLC.
- C. Provide direction and guidance at the Officers' Leadership Training Conference in the preparation of recommendations to the Board of Trustees.
- D. Provide information and insight into the policies of the Association and the Board of Trustees.
- E. Coordinate all travel arrangements for the national officers while representing or traveling on behalf of the National Association.

VII. Operational Procedures

The Division's Bylaws amendments shall be submitted to the Board of Trustees for approval prior to being voted on by the Division's voting delegates.

(Refer to NLC Section for national officer elections.)

## POLICIES AND PROCEDURES ALUMNI DIVISION

Board of Trustees policies and procedures of Business Professionals of America, Inc. which pertain to Business Professionals of America, Alumni Division shall become a part of the division's rules and regulations and shall not be amended, suspended, or rescinded by the division.

I. Individual eligibility

- A. An active member must pay dues as established by Business Professionals of America, Inc., and will be eligible to hold an alumni national office, participate in national award programs, and be an alumni voting member.



- B. A one-time, one-year complimentary membership will be granted to any new alumni member who registers online.
  - C. Members shall be those willing to contribute to Business Professionals of America's growth and development
  - D. Dual membership is allowed in the Alumni and Post-secondary divisions; however, a member may only vote, compete or hold office within one division the same year.
- II. Operational Procedures
- Changes to the division's constitution and/or amendments thereto shall be submitted to the Board of Trustees for action after an affirmative vote by the Administrative Assembly.
- III. Finances
- A. The Alumni Division shall be a self-supporting division and shall develop its budget in coordination with the Executive Director. The Executive Director shall administer all income and expenses of the Alumni Division.
  - B. Fund Raising: Funds raised on behalf of BPA are the property of BPA and may be restricted only by the donor. However, the Division may create, with the approval of the Executive Director and concurrence of the Board of Trustees, specific categories of giving (i.e., scholarship funds, building funds, etc.) the contributions to which will be restricted according to the stated purpose for the category. Distribution of funds from specific category accounts will be governed by the rules establishing the category.
- IV. Code of Conduct
- When the Alumni Division serves for, or participates with any one of its sister divisions, the Alumni Division delegates shall abide by the Code of Conduct established for that division(s). [See Code of Conduct].
- V. National Officers shall:
- A. Provide guidance, leadership and inspiration to all members.
  - B. Represent the views of the membership, not those of the individual officer.
  - C. Maintain professional and timely communication with members and the Executive Director.
  - D. Notify the Executive Director immediately of circumstances that prevent carrying out an assignment.
  - E. National Officers shall be removed from office when the Executive Director, with the concurrence of the Chair of the Board of Trustees, sees a noticeable neglect of duties and/or neglect of the ideals of the organization. The Executive Director shall give the officer a written warning and two weeks to improve behavior. If subsequent neglect occurs, the officer may be removed by the Board of Trustees with the recommendation of the Executive Director.
  - F. The Alumni Executive Committee may submit a name forward to fill a vacant National Officer position. If the Executive Director and the Board of Trustees approve, the vacancy shall be filled.
  - G. While a member of the Executive Council, the Alumni Representative is not considered a National Officer of the Alumni Division.

- H. Be reimbursed for expenses:
  - 1. Relating to events sanctioned by the National Center of BPA in accordance with the reimbursement policy established by the Board of Trustees.
  - 2. For expenses incurred in response to events not sanctioned by the National Center, the requesting party/association shall be responsible for related expenses, the National Center may, upon request, assist within budget limitations.

## POLICIES AND PROCEDURES NATIONAL LEADERSHIP CONFERENCE (NLC)

- I. Purpose
  - The purpose of the National Leadership Conference is to provide delegates the opportunity to:
    - A. Participate in educational seminars and workshops
    - B. Hear nationally prominent speakers
    - C. Elect national student officers
    - D. Participate in the Workplace Skills Assessment Program
    - E. Make recommendations regarding Business Professionals of America policies
    - F. Participate in general assemblies designed to conduct the business of Business Professionals of America
    - G. Transact business of the Association
    - H. Participate in leadership programs
- II. Timeline
  - The National Leadership Conference shall be scheduled between April 15 and May 15.
- III. NLC Rotation
  - When possible, the following four (4) year plan will be in place:
    - 1. Orlando
    - 2. Wildcard
    - 3. Anaheim
    - 4. Wildcard
- IV. Finances
  - A. The National Leadership Conference shall be a self-supporting conference. All income and expenses relating to the NLC shall be recorded in an NLC account.
  - B. An NLC regular registration fee and late registration fee shall be established by the Board of Trustees at the Annual Meeting and shall be based on a proposed budget submitted by the Director of Member Services and Events and the Executive Director.
  - C. Guest registration shall include name badge, special event, and program.
  - D. All guests participating in any capacity must be registered by the local advisor on the chapter registration form.
  - E. A budget shall be established for official functions to cover expenses such as the Honors Reception. The appropriate Chair shall be notified by the National Center of the amount at least thirty (30) days prior to the NLC.

- F. Registration fees for the NLC shall be in the National Center twenty-one (21) days prior to the NLC.
- G. NLC invoices may be changed without penalty no later than five business days after original submission date.
- H. Only the National Center will collect monies actually for NLC registration.
- I. A regular registration fee, which is a lesser amount than the late registration fee, shall be available until a date established by the National Center. After the established date, the late registration fee will be charged through the NLC.
- J. A bank account shall be opened prior to the beginning of the NLC at the NLC site if the current Business Professionals America banking institution is not locally available for the deposit of on-site money receipts. A daily log of receipts shall be maintained.

V. Attendance Eligibility

- A. All members are eligible to attend with a ratio of seven (7) students to one (1) sponsor at the Middle Level, ten (10) students to one (1) sponsor at the Secondary level, and fifteen (15) students to one (1) sponsor at the Post-secondary level.
- B. Each student attending shall:
  - 1. Be an active (as referred to in membership classification of student bylaws) member of Business Professionals of America. Each student may register in only one Division.
  - 2. Have approval of school administration.
  - 3. Have approval of chapter advisor.
  - 4. Have approval of State Association.
  - 5. Have approval of parent or guardian(s) unless student is of legal age.
- C. Each Business Professionals of America member must also meet one of the following criteria for his/her division:
  - 1. Secondary/Associate Division
    - a. Be a State winner in one of the National Workplace Skills Assessment Program Event activities or a representative for the State's Assessment Events Program.
    - b. Be a State, Regional, or Local Officer.
    - c. Be a voting delegate representing his/her State Association for the Secondary Division or Associate Division.
    - d. Be a State Association representative actively involved in the campaign of a candidate running for national office.
    - e. Be a National Officer Candidate (limited to 2 per state).
    - f. Be an Ambassador Torch Award Recipient.
    - g. Be actively involved in the NLC in a manner which is purposely planned by the Business Professionals of America member and the local advisor.
  - 2. Middle Level Division
    - a. Be a State winner in one of the National Workplace Skills Assessment Program Event Activities or a representative for the State's Assessment Events Program.
    - b. Be a State, Regional, or Local Officer
    - c. Be an Ambassador Torch Award recipient
    - d. Be actively involved in the NLC in a manner which is purposely planned by the Business Professionals of America member and the local advisor.

3. Post-secondary Division

- a. Be a State winner in one of the National Workplace Skills Assessment Program Event activities or a representative for the State's Assessment Events Program.
- b. Be a National Virtual Chapter winner in one of the National Workplace Skills Assessment Program Event activities or a representative for the National Virtual Chapter's Assessment Events Program.
- c. Be a State, Regional, or Local Officer.
- d. Be a voting delegate representing his/her State Association for the Post-Secondary Division.
- e. Be a State Association representative actively involved in the campaign of a candidate running for national office.
- f. Be a National Officer Candidate (limited to 2 per state).
- g. Be an Ambassador Torch Award Recipient.
- h. Be actively involved in the NLC in a manner which is purposely planned by the Business Professionals of America member and the local advisor.

4. Alumni Division

Be an active (as referred to in membership classification of constitution) member of the Business Professionals of America—Alumni Division and be actively involved in the NLC in a manner that is purposefully planned by the Business Professionals of America alumni member.

VI. Registration and Refunds

- A. It shall be the responsibility of the State Advisor/Sponsor, or designated Business Professionals of America State Contact Person, to:
  1. Certify that each member of the State's delegation meets eligibility requirements.
  2. Allow only the number of entries in a Workplace Skills Assessment Program event as allowed by current guidelines.
  3. Follow all Workplace Skills Assessment Program guidelines.
- B. Inconsistencies shall be referred to a committee composed of the members of the Board of Trustees, the Director of Member Services and Events, the Director of Education and the Executive Director.
- C. A state may request from the National Center the option to have conference registration submitted directly from the local chapter.
- D. All requests for refunds must be in writing and submitted to the Business Professionals of America National Center. All requests for refunds postmarked on or before fourteen (14) days prior to the National Leadership Conference shall receive 75% refund. No requests for refunds shall be honored after that date.
- E. Requests for refunds other than registration will be charged an appropriate processing fee as determined by the Executive Director. The policy will be published in the appropriate publications.
- F. All NLC attendees will register through the BPA/DLG system for conference registration and hotel reservations using a valid paid national membership number.
  1. After the close of registration, all registrants will be required to pay the late registration fee.

2. A specific number of rooms will be reserved and guaranteed for each state until the early registration deadline.
3. Block assignments will be based on
  - a. Historical room usage by state,
  - b. A hotel ranking form from the state advisor,
  - c. And an established rotation system.

## VII. Hotel Reservations

When a Housing Bureau is processing conference room reservations, a first night deposit for each room shall be submitted with the hotel reservation form. National Leadership Conference Participants must stay in an approved hotel site.

## VIII. Grievance Committee

### A. Purpose

1. The Grievance Committee will convene at the direction of the Chair of the Board of Trustees in the event of a grievance filing during NLC. The Grievance Committee will address areas involving, but not limited to:
  - Dress Code
  - Competitive Events
  - Officer Elections
  - Organizational Code of Ethics
  - Code of Conduct
  - Discrimination

### B. Responsibilities

1. Convene at the direction of the Chair of the Board of Trustees
2. Review all aspects of the alleged violation(s)
3. Maintain confidentiality
4. Expedite decisions and inform affected parties

### C. Procedure

1. Competitive Events
  - a. Advisors should complete and submit competitive events-related complaints using the grievance form at the competitive events center
    1. The appropriate nature of the grievance must be indicated on the grievance form
  - b. Grievances must be filed in the competitive events center no later than one (1) hour after the incident.
  - c. The Grievance Committee will consist of two (2) members of the Board of Trustees, two (2) current national officers, two (2) local advisors, and the Executive Director.
  - d. The state(s) filing a grievance shall remain anonymous to the general public.
2. Officer Elections
  - a. Grievances may be filed by any member.
  - b. The National Grievance Form—Officer Elections must be completed and submitted to the National Officer Coordinator by the state advisor or designee no later than one (1) hour after the incident.

- c. Grievances concerning campaign procedures will be handled by the Grievance Committee which is composed of two (2) members of the Board of Trustees, two (2) current national officers; two (2) local advisors; and the Executive Director. The committee has the authority to disqualify candidates or take other disciplinary action deemed necessary.
  - d. The candidate, local advisor, and state advisor or designee will be informed of the grievance and nature of the grievance and given the opportunity to respond if action is taken against the candidate.
3. Dress Code (unless pertaining to competitive events), Organizational Code of Ethics, Code of Conduct, Discrimination, and all Other Grievances (not pertaining to Competitive Events or Officer Elections)
- a. Advisors should complete and submit all complaints using the grievance form at conference headquarters
    - 1. The appropriate nature of the grievance must be indicated on the grievance form
  - b. Grievances must be submitted to the Executive Director or Chair of the Board of Trustees no later than one (1) hour after the incident.
  - c. The Grievance Committee will consist of two (2) members of the Board of Trustees, two (2) current national officers, two (2) local advisors, and the Executive Director.
  - d. The state(s) filing a grievance shall remain anonymous to the general public.

## IX. Workplace Skills Assessment Program

### A. Authorization

The Workplace Skills Assessment Program shall be authorized by the Board of Trustees.

- 1. It is the responsibility of the national organization to provide states with Workplace Skills Assessment Program materials.
- 2. It is the responsibility of each state to ensure that the state Workplace Skills Assessment Program materials are only used during the testing situation. Copies of the state tests shall not be distributed for general use. However, regional tests may be distributed following each state's regional conference at the discretion of the state advisor.

### B. Entrants Requirements

All NLC Workplace Skills Assessment Program entrants must be active members by the February 15 deadline, be registered for the contest by the state advisor, and be a paid registrant. Full registration fees must be received for those events where a manual or display does not require the physical presence of the competitor.

### C. Proctors and Graders

There shall be an orientation and instruction meeting held during the first day of the NLC for event administrators, proctors, and graders. They shall be:

- 1. Reminded of the need for ethical actions involved with administering, proctoring, grading, and releasing information regarding the Workplace Skills Assessment Program activities.
- 2. Supplied with copies of the Workplace Skills Assessment Program guidelines for the event with which they will be working.

## D. Developmental Process

### 1. State Authoring Procedures

- a. State Association agrees to author an event or event group as needed for leveling.
- b. State Advisor obtains authors according to state design which can include CEAC members.
- c. Authors will write tests in compliance with authoring guide, leveling standards, style manual and national standards as applicable to event.
- d. The Director of Education will track the progress of all events and post on the website.
- e. State Associations will complete separate audits (Authors will not audit their own work).
- f. State Advisor will forward tests to Director of Education according to published timeline.
- g. Director of Education will send test to CEAC Assessment Area Coordinator for review by the group.
- h. CEAC Chair will provide Director of Education names and contact information for the auditors of each event.
- i. If CEAC requires that test be rewritten it must be returned via the Director of Education to the state and then back to CEAC for another audit.
- j. CEAC Assessment Area Group approves or suggests edits and returns test to Director of Education, according to the published timeline.
- k. Director of Education approves as final or returns to state for suggested edits.
- l. State Authors review edit comments and edits test if needed. Edited copy is forwarded to Director of Education.
- m. Director of Education forwards edited copy to CEAC Assessment Area Coordinator for comment.
- n. Director of Education forwards any further CEAC comments to State Advisor for revision.
- o. State Advisor sends revision copy to Director of Education.
- p. Director of Education approves payment to State Association upon receipt of revised copy.
- q. Final audit by CEAC is completed at summer meeting.
- r. Final copy to be approved by Director of Education.

### 2. Independent Authoring Procedures

- a. The Director of Education is responsible for contracting with Independent Authors for tests not authored under the State Authoring Procedures.
- b. Independent Authors can author an event or event group as needed for leveling.
- c. In the event an Independent Author candidate is currently serving as a local chapter advisor, the Director of Education must receive approval of the state association's State Advisor before an Independent Authoring contract is offered.
- d. Independent Authors will write tests in compliance with authoring guide, leveling standards, style manual, and national standards as applicable to event.
- e. The Director of Education will track the progress of all events and post on the website.

- f. Independent Authors will forward completed tests to Director of Education according to published timeline.
- g. Director of Education will send test to CEAC Assessment Area Coordinator for review by the group.
- h. CEAC Chair will provide Director of Education names and contact information for the auditors of each event.
- i. If CEAC requires that test be rewritten it must be returned via the Director of Education to the Independent Author and then back to CEAC for another audit.
- j. CEAC Assessment Area Group approves or suggests edits and returns test to Director of Education, according to the published timeline.
- k. Director of Education approves as final or returns to Independent Author for suggested edits.
- l. Independent Authors review edit comments and edits test if needed. Edited copy is forwarded to Director of Education.
- m. Director of Education forwards edited copy to CEAC Assessment Area Coordinator for comment.
- n. Director of Education forwards any further CEAC comments to Independent Author for revision.
- o. Independent Author sends revision copy to Director of Education.
- p. Director of Education approves payment to Independent Author upon receipt of revised copy.
- q. Final audit by CEAC is completed at summer meeting.
- r. Final copy to be approved by Director of Education.

3. Workplace Skills Assessment Program Pilot Procedure

**Step 1 A PROPOSAL FOR WORKPLACE SKILLS NEW EVENT** be completed by the person proposing the event in coordination with their State Advisor and their CEAC representative(s) and submitted to the Director of Education no later than June 15. This form will be located on the Business Professionals of America website and in the Workplace Skills Assessment Guidelines. (A completed "Proposal for Workplace Skills New Event" may be submitted or created at summer meeting in response to recommendations or based on data provided at the meeting.)

**Step 2 Summer:** At the summer meeting, a need for a new event is presented and supported by a majority of members of SAAC and CEAC. A minimum of two states must agree to pilot the proposed event at either/or both regional and state levels. The proposed event is recommended for Board approval.

**Step 3 Summer:** The proposed event is presented to the Board of Trustees for review and action. If approved, authors will be contracted by the National Center to write all levels of the pilot event and evaluation instruments for pilot states to complete.

**Step 4 Fall:** The regional and state levels of the pilot event are distributed to all state organizations. Other states, in addition to the two initial states that agreed, may decide to pilot the event and must inform the National Center by the designated deadline. Any state who agrees to pilot the new event understands it has not been through the CEAC auditing procedure and, thus, agrees to accept and administer the event as received.



- Step 5 Spring:** Proposed event is piloted in at least two states at their spring conference. Event may also be piloted at the regional level, if desired. Each piloting state will conduct an evaluation to be administered immediately upon completion of the contest. Evaluations should be completed by:
- All participants
  - Administrators, proctors, graders, judges
  - State CEAC representatives
  - State Advisors
- Step 6 Spring:** Proposed event is piloted at the NLC.
- Only students who competed in the pilot event at the state conference may compete in the pilot event at the NLC.
  - The number of entries per state in the pilot event will be the same as any other event in the same category.
- Step 7 NLC:** Participants in the pilot event at NLC will be recognized in the same way as participants in other events in the same category.
- Step 8 NLC:** At the conclusion of the pilot, the following groups will evaluate the event:
- All participants
  - Administrators, proctors, graders, judges
  - CEAC members present
  - SAAC members present
- Step 9 NLC:** An ad hoc committee of SAAC and CEAC members present at the NLC will tabulate evaluations.
- Step 10 NLC:** Summarized evaluations will be reviewed in a joint meeting of SAAC and CEAC members present at the NLC. If a majority of the states represented at each division's joint meeting agree that the pilot event serves the needs of a significant number of members within their state and agree to offer the pilot event, it will be recommended for addition to the competitive events structure. A roll call vote will be taken; each state will have one vote in each chartered division. The combined division decision will prevail for both divisions.
- Step 11 Summer:** At the summer meeting, the proposed new event will be audited by CEAC and submitted for Board review. Joint CEAC and SAAC recommendations will also be submitted for review. If approved by the Board of Trustees, authorship will be assigned by the Director of Education and an addendum to the Guidelines will be sent to all states.

## X. Awards and Recognition

### A. Workplace Skills Assessment Program

- The National Officers of the Secondary and Post-Secondary Divisions, Director of Member Services and Events, Director of Education, and the Executive Director shall be responsible for selecting the awards to be presented at the NLC for Workplace Skills Assessment Program winners.
- For the Secondary Division, a maximum of ten (10) winners for non-judged events shall be recognized on stage at the awards session at the National Leadership Conference. For judged events all finalists shall be recognized on stage at the

awards session at the National Leadership Conference. For general/open events, the top ten (10) scores, plus ties, will be recognized on stage at the awards session.

3. For the Middle Level Division, a maximum of ten (10) winners shall be recognized at the National Leadership Conference in each contest.
4. For the Post-Secondary Division, a maximum of ten (10) winners shall be recognized at the National Leadership Conference in each contest.
5. No cash awards for any event or special recognition projects shall be given to the winners by the National Organization. However,
  - a. cash gifts may be given by corporate sponsors or other organizations, or
  - b. cash gifts may be given by the National Organization if the funds donated are restricted for that purpose.

#### B. Torch Awards Program

The Business Professionals of America Torch Awards Program is designed for the Secondary, Post-secondary, Middle Level, and Alumni Divisions. The program consists of a set of requirements with four awards. The awards coincide with four levels of Business Professionals of America: Local—Executive Awards; Regional—Diplomat Award; State—Statesman Award; National—Ambassador Award.

#### C. Special Awards

1. Service Awards: Awards shall be presented to the National Center Staff, NLC Host Committee, the National Board of Trustees, CEAC, SAAC, and NBAC members in appreciation for continued service to the Association.
2. Advisors Service Recognition: Advisors will be recognized at the completion of five (5) years of service and in increments of five (5) years thereafter.
3. Advisor of the Year: An award presented yearly to a maximum of one (1) advisor who has made significant contributions to Business Professionals of America as a local chapter advisor.
4. Emerging Advisor: An award presented yearly to a maximum of one (1) advisor who has made significant contributions to BPA as a local chapter advisor in their first five years of service.
5. Emerging Professional: An award presented yearly to a maximum of one (1) alumni who has made their mark as a professional and contributed to BPA within their first five (5) years of service.
6. Hall of Fame: An award presented yearly to a maximum of two (2) individuals who have made significant contributions to the history of Business Professionals of America and has been involved at the local, state, and national levels for 10 or more years. The award also includes a Business Professionals of America lifetime Alumni or Professional membership.
7. Outstanding Service Award: An award presented yearly to a maximum of five (5) individuals who have dedicated time and effort to promote the objectives of Business Professionals of America and/or have provided outstanding services to Business Professionals of America at the national level.

### XI. Officer Elections

#### A. Eligibility

##### 1. Secondary

The candidate shall:

- a. Be a student enrolled in a state approved career and technical business education, information technology, and/or office education program.
  - b. Have a 2.5 grade average based on a 4.0 scale. The average shall include all subjects taken the previous year and including the first semester or quarter of the current school year. An official school transcript shall accompany the nomination form.
  - c. Be an active member of the State Association.
  - d. Have a business, information technology, or office occupations career objective.
  - e. Be a Business Professionals of America national member, in good standing, by February 15.
  - f. Be currently serving or have served as an elected officer of a local, regional/area, or state Business Professionals of America organization.
2. Post-secondary  
The candidate shall:
- a. Need not be a full-time student as long as enrolled in a state approved (or accredited by the appropriate state agency) program for business, business and office, information technology, or business education.
  - b. Have a 2.5 grade average based on a 4.0 scale. The Post-secondary average shall include all subjects taken from the time the student entered the post-secondary program until the end of the first semester or quarter of the current year. An official school transcript shall accompany the candidate's nomination form.
  - c. Be a Business Professionals of America national member, in good standing, by February 15.
  - d. Be currently serving or have served as an elected officer of a local, regional/area, or state Business Professionals of America organization.
3. Alumni  
A candidate must be a Business Professionals of America Alumni member in good standing for at least one year, and he/she must have attended at least two of the last three administrative sessions. The parliamentarian will validate all candidate applications. Upon receipt of the application, the parliamentarian will notify the candidate, in writing, whether his/her application has been validated.
- B. Application Process
- 1. Secondary and Post-secondary
    - a. Each state may nominate up to two (2) candidates for National Office in the secondary division.
    - b. Each state may nominate up to two (2) candidates for National Office in the Post-secondary division
    - c. The candidates must submit:
      - 1. A nomination form signed by the chapter and state advisor which shall include a declaration of intention to serve as a National Officer and attend all National meetings. Candidates from independent chapters are required to have only the signature of the local chapter advisor.
      - 2. A letter of application to the Executive Director which must include the candidate's reasons for applying.
      - 3. A letter of recommendation from the local chapter advisor.

4. A letter of application from the state advisor. Candidates from independent chapters are required to have only the letter from the chapter advisor.
  5. A signed, typewritten statement of 100 words or less stating why they wish to be a candidate for national office which must also be submitted electronically.
  6. Candidate's responses to social media questions which will be posted on the NLC website on Monday of NLC with a link to Facebook and Twitter (This is optional, but a statement will be made that the candidate chose not to answer.)
  7. A 30-second optional video allowing candidates to make themselves familiar to members and voting delegates may be utilized, if the candidate wishes.
    - The video may not include music, edited images, special effects, or any other kind of editing other than simple cut and clip edits.
    - The video must be sent to Sherrell Wheeler at [swheeler@bpa.org](mailto:swheeler@bpa.org) before the application deadline.
    - Videos will be posted online by the National Center on the Monday prior to NLC along with the 100 Word Statement and Social Media Responses.
    - Any videos that exceed the time limit or fail to meet the specified criteria will not be uploaded.
  8. A one page (8 1/2" X 11") biographical sketch or resume.
  9. National Officer Code of Ethics signed by the candidate.
  10. Official school transcript per National Officer Candidate Handbook.
  11. Wallet size photo.
- d. All candidate materials shall be submitted to the National Officer Coordinator by the published deadline via certified mail or electronic mail (with the exception of the official transcript); all materials must be submitted by certified mail. Candidates for national office shall be notified of their eligibility or ineligibility by the Business Professionals of America National Center prior to the National Leadership Conference.
2. Alumni
- a. Each candidate shall submit a declaration of intent stating that he/she will be able to serve as a national officer and will attend all national meetings.
  - b. Additional letters of recommendation from instructors or businessmen may be submitted at the candidate's option.
- C. Credentials Review  
Officer Candidate credentials shall be reviewed according to criteria in Section XI.
- D. Campaign Procedures  
The NLC Grievance Committee composed of two National Board of Trustees members, two National Officers, two local advisors, and the Business Professionals of America Executive Director, shall review formal complaints of campaign and election guideline violations. The committee shall be empowered to disqualify candidates or take other disciplinary action.
1. Secondary
- a. Speeches
    1. Shall be limited to two (2) minutes.
    2. The officer candidate will give an individual statement of qualifications and platform.

3. Candidates for Offices may not refer to any office by name.
  4. The use of skits, props, costumes, demonstrations, or the assistance of another person are not allowed.
  5. The candidate may not solicit or invite audience participation. The candidate will not be held accountable for spontaneous audience response.
  6. The distribution of campaign material in the rooms where general sessions and banquets are held is also prohibited with the exception of business cards.
- b. Campaign Rally
    1. A maximum expenditure of \$200 per candidate may be made.
    2. The candidate or the candidate's campaign manager shall submit an itemized statement of all campaign expenses to the presiding officer at the Campaign Briefing Meeting. All donated materials must be included in the itemized list of expenses, at the fair market value. Each candidate will be allowed one easel that does not have to be added to the expense report.
    3. Campaigning may be conducted on the social media site provided by the national center after nomination of candidates has been accepted. Social media campaigning is outlined in the National Officer Handbook. Distribution of materials or display of posters or flyers is allowed during the Campaign Rally only with the exception of business cards. Campaign materials may not be distributed, displayed, or posted at any time in any conference property with the exception of business cards.
    4. Helium balloons, glitter, and confetti are not permitted.
    5. Stickers are also not allowed to be handed out during the Campaign Rally.
  - c. Only approved social media campaigning may be conducted prior to the NLC. The candidate's own state is the only exception.
  - d. State Caucuses
    1. A state advisor or designee must be present during the state caucuses in order to monitor questioning of national officer candidates. Inappropriate or crude questioning will not be tolerated.
    2. A state must provide its election results no later than five (5) minutes following the scheduled ending time of state caucuses or lose its votes.
  - e. The campaign manager must be a current dues-paid active member in good standing of the same division as the candidate.
  - f. Each candidate will receive a fact sheet about Business Professionals of America prior to arriving at NLC and will take an objective test at the closing of the campaign briefing meeting over the material. The scores of this test will be submitted to the head voting delegates for consideration when voting for candidates.
2. Post-secondary
    - a. Speeches
      1. Shall be limited to two (2) minutes.
      2. The officer candidate will give an individual statement of qualifications and platform.
      3. Candidates for General Office may not refer to any office by name. The use of skits, props, costumes, demonstrations or the assistance of another person are not allowed.

4. The candidate may not solicit or invite audience participation. The candidate will not be held accountable for spontaneous audience response.
  5. The distribution of campaign material in the rooms where general sessions and banquets are held is also prohibited with the exception of business cards.
- b. Campaign Rally
1. A maximum expenditure of \$200 per candidate may be made. The candidate or the candidate's campaign manager (optional) shall submit an itemized statement of all campaign expenses to the presiding officer at the Campaign Briefing Meeting. All donated materials must be included in the itemized list of expenses, at the fair market value. Each candidate will be allowed one easel that does not have to be added to the expense report.
  2. Campaigning may be conducted on the social media site provided by the national center after nomination of candidates has been accepted. Social media campaigning is outlined in the National Officer Handbook. Distribution of materials or display of posters or flyers is allowed during the Campaign Rally only with the exception of business cards. Campaign materials may not be distributed, displayed, or posted at any time in any conference property with the exception of business cards.
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- d. State Caucuses
1. A state advisor or designate must be present during the state caucuses in order to monitor questioning of national officer candidates. Inappropriate or crude questioning will not be tolerated.
  2. A state must provide its election results no later than five (5) minutes following the scheduled ending time of state caucuses or lose its votes.
- e. If a campaign manager is utilized, the campaign manager must be a current dues paid active member in good standing of the same division as the candidate.
- f. Each candidate will receive a fact sheet about Business Professionals of America prior to arriving at NLC and will take an objective test at the closing of the campaign briefing meeting over the material. The scores of this test will be submitted to the head voting delegates for consideration when voting for candidates.
3. Alumni
- a. Speeches of each candidate (including nomination and demonstrations) shall not exceed four (4) minutes.
  - b. Campaign material may be dispensed immediately following the conclusion of all campaign speeches.
  - c. Each candidate shall remove all posters or promotional material within one hour after the conclusion of the voting.
  - d. Each candidate shall abide by campaign regulations set by the Board of Trustees in cooperation with conference hotels.
- E. Voting Procedures

State Associations shall exercise their voting privilege through national voting delegates at the National Leadership Conference. Voting delegates shall be student members of the respective division for which they are serving as voting delegates. All business and discussion must be conducted by the voting delegates.

1. Secondary

The number of Secondary Voting Delegates is determined by granting each State Association five (5) votes plus additional votes, based on their paid student memberships received in the National Center by February 15. Membership dues received after February 15, if postmarked prior to February 15, and if mailed first class, shall qualify for the February 15 deadline. Additional votes will be determined by multiplying the state student membership total by a factor of .003 and rounding to the nearest whole number.

2. Post-secondary

The number of Post-Secondary Voting Delegates is determined by granting each State Association three (3) votes plus additional votes, based on their paid student memberships received in the National Center February 15. Membership dues received after February 15, if postmarked prior to February 15, and if mailed first class, shall qualify for the February 15 deadline. Additional votes will be determined by multiplying the state student membership total by a factor of .008 and rounding to the nearest whole number.

3. Alumni

- a. Each Alumni member present during the meeting shall have one (1) vote.
- b. In the event that a voting representative cannot attend a National Business Professionals of America—Alumni Administrative Assembly Meeting, a proxy may be designated, in writing to the National Business Professionals of America—Alumni President one calendar day prior to the meeting in which the vote is to be exercised. The proxy may not be designated to another Administrative Assembly member.

F. Elections

1. Secondary and Post-secondary

- a. Head voting delegate, voting delegate and alternate voting delegate ribbons will be provided. They must be worn during general sessions and elections: it is requested that they be worn at all times.
- b. Head voting delegate or alternate head voting delegate must be present at the Campaign Briefing Meeting or all general election votes will be lost. (State Advisor cannot serve as the representative.)
- c. No voting delegates may be seated after the session has been called to order. The maximum voting delegate count will be established during that session or subsequent sessions because voting delegates not present can never be regained during the conference.
- d. The primary election will be held by secret ballot.
- e. For all general offices, delegates at the primary election will vote for six (6) candidates at the Secondary level and four (4) candidates at the Post-secondary level. The top ten (10) Secondary Division and Post-Secondary Division candidates will become finalists and advance to the General Election.
- f. The general election will be held by secret ballot.

- g. A majority vote must be received to be elected to a Specific Office.
- h. For Offices, the top six (6) vote receivers for the Secondary Division and the top four (4) vote receivers for the Post-Secondary Division will be on the new officer team.
- i. Each candidate will be interviewed by a Placement Committee. This committee will include two (2) Board Members, National Officer Coordinator, Executive Director, one (1) former National Officer, and one (1) Alumni Member.
- j. The purpose of the Placement Committee is to place officers, elected by the voting delegates, in the office that best fits their skill sets and leadership potential. This interview will take place during NLC.
- k. Each candidate is elected by the delegates.
- l. If there are six (6) or less candidates running for office, the voting delegates will rank candidates in order of preference. The same procedure as stated above would take place, with the positioning by the delegates taken into strong consideration by the Placement Committee.
- m. If there are exactly eleven (11) candidates running for general office, there will be no primary election.
- n. In the event of positions remaining open after the first ballot due to an insufficient number of candidates receiving a majority of the votes, a second ballot shall be submitted to the voting delegates. The second ballot shall contain the top candidates at a number determined by the number of open positions remaining on the officer team plus one additional slot, In the second ballot, the voting delegates are not required to cast any specific number of votes. If a majority is not received on the second ballot, the position remains vacant. If a second balloting is required, this will be held during the caucus.

## 2. Alumni

If there are more than two officer candidates for any office, the Executive Committee, at their discretion, may personally interview and screen the candidates and/or hold a primary.

## G. Guidelines

Guidelines listed in the National Officer Candidate Handbook shall be followed. See BPA website.

## XII. Organizational Code of Ethics

Business Professionals of America is an integral part of the instructional program and emphasizes respect for the dignity of work and high standards in workmanship, scholarship, and ethics. Professionalism is to be promoted at all times. Individuals are expected to follow the Code of Ethics, as well as the respective local school behavior policies.

This Code of Ethics states: "Each individual assumes a number of obligations, one of which defines professional conduct. This Code of Conduct is an extension of the classroom situation. A professional code of conduct is required as would be proper for the classroom. This means that during Business Professionals of America functions, individuals are responsible for maintaining a high professional standard of conduct." (See "Delegate Conduct Practices and Procedures" below.)



XIII. Delegate Conduct Practices and Procedures

|  | Sec. | M | Alumni* | PS |
|--|------|---|---------|----|
| • The term “delegate” shall mean any member attending the National Leadership Conference.  | X    | X | X       | X  |
| • Delegates shall abide by all conference rules.   | X    | X | X       | X  |
| • Delegates shall stay at the approved hotel/motel during the conference. Participants residing within a 50 mile radius of the conference site may be exempt from the policy at the discretion of the Director of Member Services & Events.  | X    | X |         | X  |
| • Delegates shall respect and abide by the authority delegated to the Board of Trustees, presiding officers, committee chairmen, and advisor or authorized representative of the aforementioned.   | X    | X | X       | X  |
| • Delegates shall attend all sessions and activities assigned unless engaged in some specific assignment taking place at the same time.  | X    | X | X       | X  |
| • Delegates shall wear acceptable attire to all program activities as specified in the program.  | X    | X | X       | X  |
| • Delegates shall not smoke in public while wearing the Business Professionals of America official blazer.   | X    | X | X       | X  |
| • Illegal drugs, tobacco (including electronic forms of cigarettes), or alcohol in any form, shall not be possessed or used by any delegate during official functions. Possession is defined as having on one’s person, in one’s belongings such as in a purse or in luggage, in one’s hotel/motel room, or having knowledge that illegal drugs, tobacco (including electronic forms of cigarettes), or alcohol are in one’s hotel/motel room or in another person’s possession. | X    | X | X       | X  |
| • Identification badges shall be worn at all official functions.   | X    | X | X       | X  |
| • Business Professionals of America shall, under no circumstances, approve or condone the use or serving of alcoholic beverages by anyone during official functions on any premises contracted (i.e. hotel, convention center, etc.) This is in effect from the time the member leaves home until he/she returns home.   | X    | X | X       | X  |
| • Business Professionals of America shall, under no circumstances, approve or condone the use of drugs in any form, except for medical purposes, by anyone at the NLC or any other national activity. This is in effect from the time the member leaves home until he/she returns home.  | X    | X | X       | X  |
| • Delegates violating or ignoring any of the rules will be subject to the actions of the Grievance Committee. This committee shall be composed of two national officers, two national Board of Trustees members, two local advisors, and the Executive Director.   | X    | X | X       | X  |
| • Spouses are allowed to attend conferences if they officially register as a special registrant. They shall not have membership privileges and shall abide by all conference rules.  | X    | X | X       | X  |
| • Delegates shall keep their adult advisors informed of their activities and whereabouts at all times.   | X    | X |         |    |
| • Delegates shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an authorized advisor.  | X    | X |         |    |
| • Non-registered individuals will not be allowed at Conference activities.   | X    | X | X       | X  |
| • Whether at the conference site or in public places, Delegates shall conduct themselves in such a manner as to not bring reproach to the organization or to themselves.   | X    | X | X       | X  |

|   |   |   |   |   |
|---|---|---|---|---|
| • Curfew each night shall be midnight, and all delegates shall be in their rooms by curfew.                                     | X | X |   |   |
| • The approved hotel/motel shall assign certain rooms to male and female  | X | X |   |   |
| • Delegates will not be allowed in the rooms assigned to the opposite sex unless accompanied by in official conference advisor. | X | X |   |   |
| • Delegates shall conduct themselves in a professional manner.  | X | X | X | X |
| • Delegates shall not participate or become involved in any way in the election process of the other divisions.                 |   |   | X |   |

When Alumni Division delegates serve or participate with any of its sister divisions at any official function, the Alumni delegates shall abide by the code of conduct established by that division(s).

\* Source: Business Professionals of America *Policies and Procedures Manual*.

Revised July 21, 2013

Passed by the Board of Trustees March 15, 2010

#### XIV. Penalties for Breaking Code of Conduct

##### A. Secondary Division Delegates

1. Expulsion from conference: any use or possession of drugs or alcohol, damage to property done intentionally, and gross violation of male and female room regulations.
2. Disqualification from competition: violation of male and female room regulations.
3. Elimination of recognition at Awards Ceremony: violation of curfew or any other portion of the Code of Conduct.

##### B. Post-secondary Division Delegates

1. Expulsion from conference: any use or possession of drugs by anyone or any use or possession of alcohol by minors, or intentionally causing damage to property.
2. Disqualification from competition: use of alcohol by those 21 and over at any NLC function.
3. Elimination of recognition at Awards Ceremony: for a violation of any other pertinent portion of the Code of Conduct

#### XV. Grievance Committee

The Grievance Committee, composed of two National Board of Trustees members, two National Officers, two local advisors and the Business Professionals of America Executive Director, shall review as appropriate, violations of the Code of Conduct. The Committee shall be empowered to take appropriate action in consideration of the guidelines of the Code of Conduct Penalties for Breaking Codes. The members of the committee shall be appointed by the Chair of the Board of Trustees.

#### XVI. Specifications for Appropriate Attire

In order to promote a professional atmosphere, BPA's Board of Trustees has developed the following official dress code policy for the Business Professionals of America National Leadership Conference. Students, advisors and chaperones must follow the dress code. It is recommended that all guests follow established dress code policy.

**Members not dressed in required attire will not be able to participate in any session or any competitive event. Members not adhering to the Professional Dress Code will not be allowed on stage. See Professional Dress Code below.**

### **Professional Dress Code**

Opening, Second and Awards Sessions, all Competitive Events (judged, non-judged, and open), Campaign Rally, Caucuses, Workshops, National Leadership Academy

**(select one of the following)**

#### **Women**

- Pant or skirt suit
- Dress skirt or dress slacks with coordinated blouse and/or sweater
- Business professional “dress”
- BPA blazer with dress skirt or dress slacks and blouse or sweater
- Skirt length may be no greater than two inches above the top of the knee.

*Dress shoes or dress sandals with heel are required with all of the above.*

*This excludes all denim for any of the above*

#### **Men**

- Dress slacks, dress shirt, and tie
- Suit, dress shirt, and tie
- Sport coat, coordinated dress slacks, dress shirt, and tie
- BPA blazer with dress slacks, dress shirt, and tie

*Dress shoes and dress socks are required with all of the above.*

### **Casual Dress**

Tours, Special Events and Exhibit Hall

#### **Women**

- Sportswear (jeans), pants, and shirt, t-shirt, and shorts
- Footwear required with all of the above

#### **Men**

- Sportswear (jeans), pants and shirt, t-shirt, and shorts
- Footwear required with all of the above

#### **The following are unacceptable during BPA activities:**

- strapless, spaghetti straps, tube tops, halter tops, midriff tops
- spandex, lycra, or transparent clothing
- cut-offs or ragged clothing
- clothing with inappropriate words and pictures

Swim suits must be covered with appropriate attire while in any area except the swimming pool or designated sunbathing area.

Recourse: Members refused entrance to any event will be given the opportunity to change into appropriate attire immediately and participate/compete in the event. Having changed into appropriate attire, member will join testing in progress; no additional time will be given for time missed.

Members also have the right to grieve the issue immediately after being refused entrance. Grievance of the Dress Code policy will not be accepted if not received in writing at Competitive Events headquarters within 15 minutes of the infraction in question.

Adopted - August 2009  
Revised - July 2013

XVII. Exhibits and Sales

- A. Each approved Business Professionals of America supplier and sales project company shall be provided opportunity to exhibit at the National Leadership Conference.
- B. Additional educational, governmental, and commercial exhibitors shall be provided opportunity to exhibit at the NLC on a space available basis.
- C. Fees generated from the sale of exhibit space shall become part of NLC income.
- D. Exhibitors shall be allowed to sell merchandise throughout the NLC.
- E. The sale of merchandise at the NLC shall be restricted to approved exhibitors in designated areas as determined by the Executive Director and the Director of Strategic Advancement.

XVIII. Insurance

- A. Conference insurance shall be made available to all conference participants.
- B. It is the responsibility of the local advisor/sponsor to inform each person registered for the NLC about the availability of insurance and the advisability of adequate insurance coverage.
- C. Each advisor/sponsor, for his/her own protection, should secure insurance against and/or liability claims while traveling with students.

XIX. NLC Host Committee Reimbursement Guidelines

- A. All committee members shall be given a listing of chair responsibilities prior to agreeing to serve in that capacity. Each chair shall review these responsibilities before signing this form indicating their agreement to assume said responsibilities.
- B. To encourage participation on the NLC Host Committee, all Host Committee personnel will be given complimentary registration to the conference they will be serving.
- C. All efforts will be made to recruit volunteers who would otherwise be attending the conference and having expenses paid by their school/company.
- D. For volunteers without school/company funding, the National Center will pay housing at the double occupancy rate and meals at the current rate as allowed by the Board of Trustees. The volunteer must pay travel expenses.
- E. Some positions may need to be contracted out due to the expertise level required. These personnel will be handled in the same manner as other conference service vendors.

- F. In order to reduce travel expenses, efforts will be made to obtain the majority of committee volunteers from the host state. In the event that we do not have a host state, volunteers will be sought from all State Associations, with preference being given to those located closest to the conference site.

XX. Tours

In order to participate in the NLC Tour Program, the participant must be a registered conference attendee.

## POLICIES AND PROCEDURES SUMMER MEETING

I. Board of Trustees

- A. The Board shall meet annually to conduct the business of Business Professionals of America.
- B. The date shall be set by the Business Professionals of America Executive Committee in consultation with the Executive Director.

II. National Officers

- A. The national officers of the Secondary and Post-secondary divisions shall meet for leadership development training under the direction of the National Officer Coordinator.
- B. The program of action for the divisions shall be prepared during the training sessions and a report shall be made to the Board at their Summer Meeting with a written report provided to the Board Secretary.

III. CEAC

- A. CEAC shall hold an official meeting following the NLC for the purpose of reviewing competitive activities and making recommendations affecting future competitive activities. The agenda and physical arrangements shall be developed by the CEAC Chair in cooperation with the Executive Director.
- B. The recommendations of the CEAC members shall be submitted to the Programs Committee prior to the Summer Meeting and a written report shall be provided each Board member no later than the first day of the Board Meeting.
- C. Legitimate, authorized, expenditures for attendance at the Programs Committee meeting by the CEAC Chair and Chair-elect will be paid.

IV. SAAC

The State Advisors/Sponsors (SAAC) may hold a meeting prior to the Board of Trustees Summer Meeting. Written recommendations shall be presented, in writing, to the Board of Trustees at the Summer Board Meeting. The agenda and physical arrangements shall be developed by the SAAC Chairman.

V. Operational Procedures

- A. Responsibility
  - 1. The Executive Director, in cooperation with the Chair of the Board, shall plan the

- Summer Meeting and activities.
    - 2. The Chair for each Support Group shall be responsible for the group's final report to the Board.
  - B. Financing
    - 1. It shall be the responsibility of each state to support expenses incurred by its CEAC and State Advisors/Sponsors representatives.
    - 2. For legitimate expenses, See: [BOARD OF TRUSTEES/CORPORATE POLICIES AND PROCEDURES – V. Expense Reimbursement, A & B.](#)
  - C. Site Selection
    - 1. The Summer Meeting shall be held in the city of the upcoming NLC.
    - 2. The Director of Member Services and Events shall be responsible for selecting suitable accommodations.

## MISCELLANEOUS ISSUES OF THE ORGANIZATION

- I. Policies and Procedures Revision
  - A. Changes to Policies and Procedures
    - 1. Recommendation for change in any policy or procedure may be submitted by any Business Professionals of America member or association.
    - 2. Policy and procedure change forms shall be completed and submitted to the Board Chairman or the National Center.
    - 3. All recommended changes will be screened by the Policies and Procedures Committee of the Board of Trustees for review and presentation to the Board of Trustees.
  - B. Implementation Date
 

Policies and procedures approved by the Board of Trustees shall be implemented immediately upon approval unless otherwise stated.
- II. Other Conferences
 

It shall be the responsibility of the Business Professionals of America National Center to conduct leadership training conferences in addition to the National Leadership Conference.
- III. National Service Projects
  - A. Special Olympics shall be the National Service Project.
  - B. Other initiatives shall be considered partnerships.
- IV. Additional Professional Activity
  - A. It shall be the policy of Business Professionals of America to have representatives at Business Education, Information Technology, and Office Education related meetings such as ACTE and NBEA and applicable affiliates in order to carry on a public relations program beneficial to Business Professionals of America.
  - B. The Executive Director shall be responsible to plan for and decide appropriate representation. In questionable situations, the Board Chair shall be consulted.

V. Guidelines for Appropriate Computer Usage

- A. Students are responsible for their behavior on Business Professionals of America's computer network just as they are in a classroom. Communications on the network are public in nature. General school rules for behavior and communications apply. It is expected that users will comply with the specific rules set forth below. The user is personally responsible for his/her actions in accessing and utilizing BPA's computer resources.
- B. Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Copying other people's work or accessing other people's files.
- C. Inappropriate materials or language - No profane, abusive or impolite language may be used to communicate, nor should materials be accessed which are not in line with the *Workplace Skills Assessment Program* guidelines. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to an administrator immediately.

**Guidelines for Appropriate Computer Usage:**

- 1. Do not use a computer to harm other people or their work.
  - 2. Do not damage the computer or the network in any way.
  - 3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
  - 4. Do not violate copyright laws.
  - 5. Do not view, send, or display offensive messages or pictures.
  - 6. Do not trespass in another's folders, work, or files. This includes files, websites, and other competitions loaded onto personal computers located at contestants' hotels, schools, and contest sites.
  - 7. Do notify an administrator immediately if, by accident, you encounter materials that violate the rules of appropriate use.
  - 8. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Guidelines for Appropriate Computer Usage are violated.
- D. Consequences - Students who violate the established Guidelines for Appropriate Computer Usage will at minimum be disqualified from all BPA computer related contests. Other penalties may be brought at the discretion of Business Professionals of America. These violations are, but not limited to (1) introduction of a virus into a computer, server, or network; (2) sending inappropriate pictures or other inappropriate content; (3) accessing or attempting to access other users' files or folders; (4) unauthorized log-on to another user's account; (5) accessing or attempting to access server and/or network, accessing or attempting to access operating or system software files; (6) vandalism/destruction/deletion of operating, system software, or other user's files; (7) hacking into any school computer, server

or network system; (8) bypassing a filter or firewall; or (9) other violations as determined by Business Professionals of America.

## VI. Acronyms and Abbreviations

|                      |  |
|----------------------|--|
| ACTE                 | Association of Career & Technology Education                                     |
| Board                | Board of Trustees  |
| BOT                  | Board of Trustees  |
| BPA                  | Business Professionals of America  |
| CEAC                 | Classroom Educators Advisory Council   |
| ED                   | Executive Director   |
| NASDCTE <sub>c</sub> | National Association of State Directors of Career Technical Education Consortium |
| NBAC                 | National Business Advisory Council   |
| NBEA                 | National Business Education Association  |
| NLC                  | National Leadership Conference   |
| NRCCTE               | National Research Center for Career and Technical Education                      |
| NRCCUA               | National Research Center for College and University Admissions                   |
| SAAC                 | State Association Advisory Council   |
| WSAP                 | Workplace Skills Assessment Program  |
| U.S.                 | United States  |





Today's students.  
Tomorrow's business professionals.

**Business Professionals of America**

**Policies and Procedures Appendix**

**APPROVED BY THE BOARD OF TRUSTEES**

**Updated September 30, 2018**

APPENDIX

I. National Grievance Form

A. National Leadership Conference (Excluding Officer Elections)

Advisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_

Student(s): \_\_\_\_\_

Nature of Grievance (Indicate area being addressed)

Competitive Events  Dress Code (not related to competitive events)

Organizational Code of Ethics  Code of Conduct  Discrimination

Other: \_\_\_\_\_

Grievance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action by Grievance Committee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Board Representative

\_\_\_\_\_  
Board Representative

\_\_\_\_\_  
National Officer

\_\_\_\_\_  
National Officer

\_\_\_\_\_  
Local Advisor

\_\_\_\_\_  
Local Advisor

\_\_\_\_\_  
Executive Director

B. Officer Elections

Grievance Filed By: \_\_\_\_\_

Member

Local Advisor

State Advisor

State Association: \_\_\_\_\_

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

Name of State Association Advisor or Designee: \_\_\_\_\_

Nature of Grievance (check one):  National Officer Candidate  State Association

Grievance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evidence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of State Association Advisor or Designee

*(Section below to be completed following the meeting of the Grievance Committee)*

Action by Grievance Committee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Board Representative

\_\_\_\_\_  
Board Representative

\_\_\_\_\_  
National Officer

\_\_\_\_\_  
National Officer

\_\_\_\_\_  
Local Advisor

\_\_\_\_\_  
Local Advisor

\_\_\_\_\_

## II. Business Professionals of America Conflict of Interest Policy

In their capacity as trustees, officers, and key employees, the individual leaders of Business Professionals of America must act at all times in the best interests of the organization they represent.

### 1. What Is a Conflict of Interest?

A conflict of interest may arise in any circumstance that may compromise the ability of a trustee, officer, or key employee to make unbiased and impartial decisions on behalf of Business Professionals of America. Such circumstances may involve family relationships, business transactions, professional activities, or personal affiliations.

The Board of Trustees of Business Professionals of America require all trustees, officers, and key employees to complete and submit an annual “Statement of Disclosure” detailing any facts or circumstances that might constitute a conflict of interest. The Board of Trustees further requires trustees, officers, and key employees to submit an amended “Statement of Disclosure” to reflect any material changes or additions to the submitted information that may arise during the course of the year. Officers, trustees, and key employees are encouraged to err on the side of disclosure and to report any set of circumstances that may appear to pose a conflict of interest, even if there is uncertainty as to whether such circumstances should be disclosed.

### 2. How Are Conflicts of Interest Identified?

The Audit Committee of Business Professionals of America will review each “Statement of Disclosure” for any set of facts or circumstances that may reflect an actual, potential, or apparent conflict of interest. The Audit Committee may request the assistance of legal counsel and/or an independent auditing firm to identify potential conflicts. When evaluating a particular set of facts or circumstances, the Audit Committee shall consider the following non-exhaustive list of factors that may indicate a conflict of interest:

- Solicitation or acceptance of gifts or other items of value that may create an appearance or expectation of special treatment from Business Professionals of America;
- Any incident of abuse or misuse of a leadership position for personal or third-party gain or benefit;
- Situations in which a trustee, officer, or key employee may be divided between personal interests or the interests of another organization and the best interests of Business Professionals of America;
- Business, professional, or other activities that would materially and adversely affect Business Professionals of America, either directly or indirectly; and,
- Any arrangement in which a trustee, officer, or key employee provides goods or services to Business Professionals of America as a paid vendor. The Audit Committee may request additional information from any trustee, officer, or key employee at any time; however, no

individual whose relationships or activities are under review may participate in deliberations, debate, or any vote of the Audit Committee while such review is pending.

### 3. How Are Conflicts of Interest Resolved?

If the Audit Committee identifies an actual, potential, or apparent conflict of interest, it may take one of the following actions to resolve such conflict:

- Waive the conflict of interest as unlikely to affect the trustee's, officer's, or key employee's ability to act in the best interests of the organization;
- Determine that the individual trustee, officer, or key employee should be recused from all deliberation and decision-making related to the particular transaction or relationship that gives rise to the conflict of interest. This course of action should apply particularly when the transaction or relationship is one which presents a conflict only with respect to one or two discrete programs or activities; or
- Determine that the individual trustee, officer, or key employee must resign from his or her service to Business Professionals of America. This course of action should apply when the conflict of interest is so pervasive that the trustee, officer, or key employee would likely seldom, if ever, be able to act solely in the best interests of the organization.

The Board of Trustees of Business Professionals of America reserves final authority over the resolution of all conflicts of interest involving a trustee, officer, or key employee of Business Professionals of America. The Business Professionals of America Board of Trustees may overrule any decision of the Audit Committee with regards to any actual, potential, or apparent conflict of interest, and the Audit Committee may refer any such matter to the Board of Trustees at any time.

### 4. May Trustees and Officers Do Business with Business Professionals of America?

A conflict of interest exists any time a trustee, officer, or key employee seeks to enter into a business relationship with Business Professionals of America. Similar conflicts may arise through family members or through organizations in which trustees, officers, or key employees serve in a leadership, employment, or ownership capacity.

Such conflicts do not, however, necessarily preclude business relationships with Business Professionals of America. The following procedure is designed to resolve conflicts of interest whenever a trustee, officer, key employee, or a related party, seeks to provide goods or services to Business Professionals of America as a paid vendor, or solicits a contractual relationship with Business Professionals of America:

- The trustee, officer, or key employee must promptly disclose the intent to enter into a business relationship with Business Professionals of America, either to the Audit Committee, the Board of Trustees, or both.
- The trustee, officer, or key employee must recuse him or herself from all deliberation, debate, and/or voting related to the contemplated business relationship.

- If the value of the transaction exceeds \$5,000, Business Professionals of America must solicit proposals or applications from a broad range of other qualified candidates for the agreement or contract under consideration.
- The Business Professionals of America Board of Trustees must determine, without the presence or participation of the trustee, officer, or key employee under review, that the transaction is fair and in the best interest of Business Professionals of America.
- If the Business Professionals of America Board of Trustees approves the business relationship under consideration, the trustee, officer, or key employee may not participate in any process by which his or her performance as a vendor, or recipient is evaluated, or in any such evaluation of a related party.

### III. Business Professionals of America Statement of Disclosure

As a trustee, officer, or key employee of Business Professionals of America, I understand that I am obligated to disclose the existence of any facts or circumstances that may constitute a conflict of interest, as the term is defined in the Business Professionals of America Conflict of Interest Policy.

- I have the following interests in third parties providing goods and services to Business Professionals of America:
- I serve in a leadership capacity, have a significant investment, or own at least a one percent interest in the following entities or organizations that may have conflicting interests with those of Business Professionals of America, or take public positions contrary to those of Business Professionals of America:
- I expect to receive compensation from Business Professionals of America in the following amount, not including reimbursement of reasonable expenses:
- The following members of my family expect to receive some form of compensation or material financial benefit from Business Professionals of America:
- Outside of my capacity as a trustee, officer, or key employee of Business Professionals of America, I have a family relationship or business relationship with the following trustees, officers, or key employees of Business Professionals of America:
- I wish to disclose the following additional facts or circumstances:

I have read the Business Professionals of America Conflict of Interest Policy in full, and understand that I am required to notify the Business Professionals of America Audit Committee, or the Board of Trustees of Business Professionals of America, in the event of any material change to the answers I have provided in this statement.

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

IX. Acknowledgement of Code of Conduct for Business Professionals of America Board of Trustees

I certify that I have read both the Business Professionals of America Code of Conduct for Board of Trustees as outlined in the Accounting and Financial Policies and Procedures Manual as well as the Business Professionals of America Conflict of Interest Policy and agree to conduct myself accordingly.

I understand that this disclosure form must be updated and signed at least on an annual basis and if any new or additional potential or real conflicts arise during my board service, I will notify the Chair of the Board of Trustees and the Executive Director of BPA in writing in a timely manner and see that an additional disclosure form is completed and filed.

**Please provide full details below or on a separate sheet identifying any outside interests which you believe requires or may require disclosure. If you have no exceptions, check none below, sign and return.**

POTENTIAL OR REAL CONFLICTS:

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( ) NONE

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN TO:**

**Executive Director  
Business Professionals of America  
5454 Cleveland Avenue  
Columbus, OH 43231**