



Today's students.  
Tomorrow's business professionals.

**Business Professionals of America**  
**Secondary Division**  
**By-Laws**

**APPROVED BY THE BOARD OF TRUSTEES**

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## **SECONDARY DIVISION BYLAWS**

### **Preamble**

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

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

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

### **ARTICLE I - NAME**

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

### **ARTICLE II - PURPOSE**

The purposes of this organization are:

- To assist local chapter members in leadership and development
- To unite in a common professional bond without regard to race, creed, sex, disability, age, sexual orientation or national origin of students enrolled in classes with business employment as their objective
- To develop leadership abilities through participation in career and technical education, civic, recreational, and social activities
- To assist students in establishing realistic employment objectives
- To create enthusiasm for learning
- To promote high standards in ethics, workmanship, and scholarship
- To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic processes

- To foster an understanding of the functions of labor, entrepreneurial, and management organizations in the American free enterprise system
- To develop competent, assertive leaders in business education
- To develop and strengthen members' confidence in themselves and their work
- To provide satisfactory social and recreational activities
- To foster practical application of business, information technology and/or office occupations skills through competition

## **ARTICLE III - FEDERATION**

### **Section 1. Business Professionals of America, Secondary Division**

Business Professionals of America, Secondary Division is an organization of State Associations, each operating in accordance with a charter granted by Business Professionals of America, Inc.

### **Section 2. Administrative Authority**

The administration of Business Professionals of America, Secondary Division will be vested in the Board of Trustees of Business Professionals of America, Inc.

## **ARTICLE IV - ORGANIZATION**

### **Section 1. Associations**

The association of any state or territory of the United States may be chartered as a member of Business Professionals of America, Secondary Division upon approval of the Board of Trustees of Business Professionals of America, Inc. States holding more than one charter prior to May 2006 shall maintain such charters. After May 2006 no state shall have more than one chartered Association.

### **Section 2. Chapter**

A State Association will consist of the school chapters located within a state and each chapter will consist of student members.

### **Section 3. Secondary Division**

**A.** The Secondary Division shall be made up of two sections:

1. Regular Members. Students enrolled, or previously enrolled, in a business, information technology, and/or office occupation related education program as approved by the state.
2. Associate Members. Special population students enrolled, or previously enrolled, in a business, information technology, and/or office occupation, career related education program as approved by the state.

**B.** The Business Professionals of America, Secondary Division will recognize memberships only through any state, territory, or school chapter that is chartered by Business Professionals of America, Inc.

## **ARTICLE V - MEMBERSHIP**

### **Section 1. Classes of Membership**

There shall be two classes of membership.

- A. Student Member.** A student Member shall be a student enrolled, or previously enrolled, in a business, information technology, and/or office occupations, career related secondary education program as approved by that state. A member must pay dues as established by Business Professionals of America, and shall be eligible to hold national office, participate in national award programs, serve as a voting delegate, or otherwise represent his/her state in National Business Professionals of America affairs.
- B. Advisor Member.** Members may include teachers, teacher coordinators, teacher educators, and supervisors; employers and/or training station sponsors of business education, information technology, and/or office education students; advisory committee members; and others willing to contribute to Business Professionals of America growth and development. Advisor members will pay dues as established by Business Professionals of America, but will be ineligible to serve as a national voting delegate or hold national office.

### **Section 2. Application for Membership**

- A.** Any chief state officer in business education and/or the person designated by the career and technical education division of the state departments of education or state board of career and technical education and/or the Business Professionals of America Board of Trustees, upon petition from state/foreign countries where official bodies have not acted upon a designee may apply for membership in Business Professionals of America, Inc. Each Division within a state must submit a letter to the National Center requesting the issuance of a charter of the Division of the State Association. Such letter shall include a copy of the by-laws of the State Association and charter fee as determined by the Board of Trustees.
- B.** A foreign chapter or an individual school chapter from a non-affiliated state or territory may request issuance of a charter by submitting a letter to the National Center. The letter shall include a copy of the by-laws of the school chapter, and a charter fee as determined by the Board of Trustees.

### **Section 3. States in Good Standing**

Individual State Associations shall be considered in good standing if they meet the following requirement each membership period:

- A.** have active local chapters of Business Professionals of America
- B.** pay national dues as required
- C.** and file such reports and records as the Board of Trustees may require

### **Section 4. Student and Advisory Members in Good Standing**

Individual members will be considered in good standing if they meet the following requirement each membership period:

- A.** are active in a local chapter of Business Professionals of America
- B.** meet all financial obligations on a local, state and National level

## **Section 5. Resignations and Reinstatements**

- A.** Resignations must be submitted in writing to the Executive Director of Business Professionals of America, Inc. by the current year's National Leadership Conference and will take effect in June following the National Leadership Conference.
- B.** Reinstatements will be extended to any state meeting the criteria in the Code of Regulations of Business Professionals of America, Inc.

## **Section 6. Dues**

- A.** The membership year shall be September 1 through August 31
- B.** The Board of Trustees of Business Professionals of America, Inc. shall establish dues for all members.
- C.** Dues shall be submitted within 30 days of completing the Online Membership Registration.

## **ARTICLE VI - NOMINATIONS AND ELECTIONS**

### **Section 1. Election of Officers**

Officers of the Secondary Division shall be elected by ballot at the National Leadership Conference. A majority vote of the voting members is required for election.

### **Section 2. Campaigning**

Following the approval of the Credentials Review Committee of the Business Professionals of America, Secondary Division to campaign for an office, any candidate found in violation of any rule contained in the National Officer Candidate Handbook shall automatically be disqualified from candidacy.

## **ARTICLE VII – OFFICERS**

### **Section 1. Elected Officers**

The elected officers of the Secondary Division shall be a President, Vice-president, Secretary, Treasurer, Historian and Parliamentarian.

### **Section 2. Qualifications**

#### **A. Eligibility**

1. Regular or Associate members shall be eligible for office in the Secondary Division.  
A candidate, if elected, shall be an active member in the Division where he/she seeks office at the time of election.
2. Officer candidates must meet the qualifications as established by the Business Professionals of America Board of Trustees, and must be serving or have served in an elected position of a State Association, Region, Area or Chapter in the Secondary Division.
3. Candidates for national office must submit the approved candidate application.

### **Section 3. Term of Office**

The elected officers shall assume office at the close of the National Leadership Conference at which they are elected. These officers shall serve until the close of the next National Leadership Conference or until their successors assume office. An officer shall not serve more than two terms in office.

### **Section 4. Vacancy in Office**

Offices will be left vacant until the next election if candidates do not receive a majority vote. In the case of a vacancy in the office of President, the Vice-president shall serve as President for the remainder of the term.

### **Section 5. Duties of Officers**

The elected officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these by-laws, by the Executive Council, or in the adopted parliamentary authority.

#### **A. Duties of the President**

The President shall:

1. preside at all business meetings;
2. preside over the Executive Council meetings;
3. appoint all committee chairs and members;
4. develop the Executive Council program of work for the term of office;
5. promote the general welfare of Business Professionals of America.

#### **B. Duties of the Vice-president**

The Vice-president shall:

1. serve in any capacity as directed by the President;
2. serve as an ex-officio member of all committees.
3. accept the responsibilities of the President as occasions may demand;
4. promote the general welfare of Business Professionals of America.

#### **C. Duties of the Secretary**

The Secretary shall:

1. serve in any capacity as directed by the President;
2. record the minutes of all meetings of the membership and Executive Council;
3. promote the general welfare of Business Professionals of America.

#### **D. Duties of the Treasurer**

The Treasurer shall:

1. serve in any capacity as directed by the President;
2. present financial membership reports for the Division;
3. promote the general welfare of Business Professionals of America.

#### **E. Duties of the Historian**

The Historian shall:

1. maintain the Business Professionals of America yearbook;
2. collect information and material which will be of value in recording the history of Business Professionals of America;
3. promote the general welfare of Business Professionals of America.



## **F. Duties of the Parliamentarian**

The Parliamentarian shall:

1. shall serve purely as an advisor or consultant who advises the President and other officers, committees, and members on matters of parliamentary procedure.
2. promote the development, general welfare, and growth of Business Professionals of America.

## **ARTICLE VIII - FINANCES**

**Financial Authority.** The Business Professionals of America, Inc. Board of Trustees shall control all Business Professionals of America finances and will furnish an annual audit to each chartered State Association.

## **ARTICLE IX - ADVISORS**

### **Section 1. Association Advisor**

The head state supervisor of career and technical business education or other designated person of any state affiliated with Business Professionals of America, Inc. and/or the official designated state or regional advisor shall be responsible for that State Association.

### **Section 2. Chapter Advisors**

An individual (advisor member) as defined in Article V, Section 1B, who is registered with National BPA, shall serve as advisor of his/her Business Professionals of America chapter.

### **Section 3. Advisory Committee**

Advisory committees to assist national Business Professionals of America growth and development may be appointed by the Board of Trustees of Business Professionals of America, Inc.

## **ARTICLE X - MEETINGS**

### **Section 1. Annual Meeting**

An annual meeting of the Secondary Division shall be held at the National Leadership Conference of Business Professionals of America. The Business Professionals of America, Inc. Board of Trustees shall approve the time and place.

### **Section 2. Voting Body**

The voting body of the annual meeting shall be composed of the elected officers and the delegate representation from each State Association based upon the membership of each State Association.

### **Section 3. Quorum**

The quorum shall be a majority of the voting members.

#### **Section 4. Delegate Representation to the National Leadership Conference**

State Associations who are members of Business Professionals of America, Secondary Division shall exercise their voting privilege through national voting delegates at the National Leadership Conference. The allocation of the voting delegates shall be determined each year by the National Center based upon the current policy as published in the Policies & Procedures Manual.

### **ARTICLE XI - EXECUTIVE COUNCIL**

#### **Section 1. Composition**

The members of the Executive Council of Business Professionals of America, Secondary Division shall be the President, Vice-president, Secretary, Treasurer, Historian and Parliamentarian.

#### **Section 2. Duties**

It shall be the duty of the Executive Council of the Secondary Division to plan for the welfare of the Division, to represent the Division and to act for the Division on unanticipated business that requires action between meetings. No action shall be contrary to the instructions of the Board of Trustees.

#### **Section 3. Meetings**

The council shall meet at the call of the President.

#### **Section 4. Quorum**

A majority of the members of the Executive Council shall constitute a quorum.

### **ARTICLE XII - ELECTRONIC MEETINGS**

The Executive Council, standing and special committees are authorized to meet by telephone conference or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting.

### **ARTICLE XIII - EMBLEM AND COLORS**

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

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

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

### **ARTICLE XIV - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are not inconsistent with these by-laws and any special rules of order the organization may adopt.

## **ARTICLE XV - AMENDMENTS**

These by-laws may be amended by a two-thirds vote of the voting delegates at the National Leadership Conference, provided that:

- A.** The amendment has been presented in writing by the State Association proposing the amendment to all State Associations of Business Professionals of America, Secondary Division, the Business Professionals of America Executive Director, and the national Secondary President on or before December 15 preceding the National Leadership Conference.
- B.** The Executive Director and national Secondary President are responsible for making the proposed amendment known immediately to the Executive Council which must consider the proposed amendment during the next meeting.
- C.** The Executive Council has approved the amendment and the Executive Director of Business Professionals of America has presented the proposed amendment to the Board of Trustees of Business Professionals of America, Inc. no less than sixty (60) days prior to the National Leadership Conference.
- D.** The Executive Director has announced its approval by the Executive Council and presentation to the Board of Trustees to each State Association and has posted the proposed amendment on the Business Professionals of America Web site no less than thirty (30) days prior to the National Leadership Conference.

Adopted April 1989  
Last Amended May 2016