

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 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.
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:

- Advocacy Committee
- Audit Committee
- Finance Committee
- Policies and Procedures Committee
- Programs Committee
- Personnel Committee
- Strategic and Long-Range Planning 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 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 of Trustees 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.
 2. Role of Committee Members
Serve as directed by the committee chair.
- C. Standing Committees and Responsibilities
1. Advocacy
The Advocacy Committee shall identify strategies, best practices, and actions regarding engaging with elected officials and community leaders at the federal, state, and local levels.
 2. 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.
 3. 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.

4. 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.

5. 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.

6. 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 Board of Trustees 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.

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. Electronic Voting

Electronic 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 electronic 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 electronic vote notification:

1. List the motion(s). If there is more than one motion in an electronic 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 a 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.