

Business Professionals of America

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 Procedures

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 Board Chair shall announce the Annual Corporate Meeting thirty (30) days in advance of the meeting date.
C. The Board Chair shall provide each designated Corporate Member with an agenda no less than 14 days prior to the Annual Corporate Meeting.
D. 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. Board of Trustees Membership and Selection

A. Nominating Committee and Nominations
    1. The Corporate members shall elect a Nominating Committee. The Nominating Committee shall consist of two (2) Board members, two (2) Corporate members, and one (1) National Business Advisory Council member. The two Corporate members and one National Business Advisory Council member shall not be current Board members.
    2. In order to be considered by the Nominating Committee, candidates must submit a nomination acceptance form with their written consent to serve, two letters of reference, and documentation of qualifications via the BPA website portal no later than March 15.
    3. The Nominating Committee shall verify the candidates' qualifications and determine eligibility.
    4. The names and qualifications of all candidates meeting eligibility requirements shall be electronically distributed to the Corporate members no less than 14 days prior to the Annual Corporate Meeting.
    5. Additional nominations may be made from the floor provided: candidates comply with the eligibility requirements and documentation requirements prescribed in III.A.2.of this section have been received by the Chair of the Nominating Committee no later than fourteen (14) days prior to the Annual Corporate Meeting and distributed to the corporate members no later than seven (7) days prior to the Annual Corporate Meeting.
B. Elections and Appointments
    1. Elected Members
        a. Members of the Board of Trustees shall be elected by the Corporate members attending the Annual Corporate Meeting. With the exception of the President of the Post-secondary and Secondary Divisions, ex-officio members, and appointed members, in order to serve on the Board of Trustees, individuals must have at least five years of experience or membership in BPA.

2. Appointed Members
    a. The Board Chair shall appoint the National Business Advisory Council representative after consultation with the National Business Advisory Council. The NBAC representative shall serve a three-year term as indicated in Section 5B of the Code of Regulations.
3. Post-secondary and Secondary Division Presidents
    a. The members of their respective divisions shall elect the Presidents of the Post-secondary and Secondary Divisions.

C. Board Member Classification Definitions

At-large Member: At-large members must be current, dues-paid members of Business Professionals of America and must be employed in a position directly related to one or more of Business Professionals of America's current career pathways and/or competitive event areas as defined in the Workplace Skills Assessment Program (WSAP). This includes but is not limited to: individuals teaching at any level; local supervisors of business, information technology, or office occupations; state sponsors, state advisors, and executive secretaries; alumni members employed in a business-related occupation; and representatives from business and/or service industries.

Middle level local advisor: An educator currently teaching in a field aligned with one or more of Business Professionals of America's official Career Pathways and/or competitive event areas, who is serving as a registered chapter advisor at the middle level.

Secondary local advisor: An educator currently teaching in a field aligned with one or more of Business Professionals of America's official Career Pathways and/or competitive event areas, who is serving as a registered chapter advisor at the secondary level.

Teacher/advisor from a post-secondary institution (Post-secondary local advisor): An educator currently teaching in a field aligned with one or more of Business Professionals of America's official Career Pathways and/or competitive event areas, who is serving as a registered chapter advisor at a certificate, associate, or baccalaureate degree–granting post-secondary institution.

State supervisor: The individual designated by the state's Career and Technical Education (CTE) authority—typically within the State Department of Education or equivalent state agency—to oversee Business Professionals of America (BPA) as part of the state's CTE program.

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.

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.

D. Term of Office

1. Post-secondary and Secondary Members
    a. The Presidents of the Post- secondary and Secondary Divisions shall serve as ex-officio voting members while serving as president of their respective division. Their terms shall begin immediately after being elected at the National Leadership Conference.

2. All other members of the Board of Trustees shall
    a. serve a three-year term or until their successors are elected; and
    b. assume office at the beginning of the first Board meeting immediately following their election.
3. Board members may serve for no more than two consecutive terms and may serve again after being out of office for at least one year.

E. Removal

The Board of Trustees may remove Board members for cause by a two-thirds vote of the entire Board then in office. Corporate members may remove Board members for cause by a two-thirds vote.

F. Vacancies

1. Any vacancy on the Board occurring other than by expiration, including a change in a Board member's job classification, shall be filled by the Corporate members at the next Corporate meeting.
2. A Board member elected to complete an unexpired term shall not serve more than two terms. A member who has served more than half a term is considered to have served a full term.

IV. Officers of the Board of Trustees

A. Elected Officers

The officers of the Board of Trustees of Business Professionals of America, Inc. shall be a Chair, a Vice-chair, a Secretary, and a Treasurer.

B. Election of Officers

The elected officers of the Board of Trustees shall be elected by majority vote of the Board of Trustees at the Board meeting immediately following the Annual Corporate Meeting.

C. Term of Office

The elected officers shall assume office immediately following the meeting at which they are elected and shall serve until the election of new officers at the next meeting following the Annual Corporate Meeting or until their successors are elected. An officer shall not serve more than two (2) consecutive terms in the same office.

D. Vacancy in Office

In the case of a vacancy in the office of Chair, the Vice- chair shall serve as Chair for the remainder of the term. A vacancy in any office other than Chair shall be filled by majority vote of the Board of Trustees then in office.

E. 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 bylaws, by the Board of Trustees, by the Chair, or in the adopted parliamentary authority.

1. Duties of the Chair

The Chair shall:

a. preside over all meetings of the Board of Trustees and Corporate meetings;
b. appoint all standing committee members, with the approval of the Board of Trustees; and
c. represent Business Professionals of America, Inc., and/or Business Professionals of America as deemed necessary.

2. Duties of the Vice-Chair
   The Vice-chair shall:
   a. serve in the absence of the Chair.
3. Duties of the Secretary
   The Secretary shall:
   a. issue notices of all official meetings;
   b. record the minutes of all Corporate and Board of Trustees meetings; and
   c. ensure that copies of all Corporate and Board meeting minutes, upon their approval, are posted onto the website.
4. Duties of the Treasurer
   The Treasurer shall:
   a. serve as chair of the Finance Committee;
   b. work with the national staff to provide assistance in the management of all BPA funds;
   c. make a financial report to the Board of Trustees at each meeting and at other times when requested by the Executive Director or the Board of Trustees;
   d. make a financial report to Corporate members on a quarterly basis and at Corporate meetings; and
   e. make the annual audit and approved budget, and subsequent amendments thereto, available to all chartered state associations and such interested parties as may be designated by the Board of Trustees.

V. 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 Board Chair 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 Board Chair, the member is subject to removal from the National Board of Trustees. Extenuating circumstances preventing the member from notifying the Board Chair will be considered.

B. Committee Assignments

1. Board members shall serve on committees (a minimum of one) as appointed by the Board Chair. 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. Proxy votes may only be assigned to current voting board members. The Executive Director, or Board Chair, 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.

VI. 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 single 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 $70 per full day (with receipts), as allowed. Meal breakdowns are as follows: Breakfast - $15, Lunch - $20, Dinner - $35. 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 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 Board Chair, 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 30 days of the travel or meeting.

VII. 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 Board Chair and shall have 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 Board Chair, 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 Board Chair 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 Board Chair, 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.

B. Committee Charge/Report Procedure
1. Role of Committee Chair
    a. Shall carry out responsibilities in alignment with the committee's charge as outlined in the organization's Code of Regulations and as directed by the Board Chair.
    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 have 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 shall be responsible for reviewing and monitoring all programs and services offered to members of the association including, but not limited to: BPA Cares Program, Torch Awards Program, Workplace Skills Assessment Program, certifications, divisions, leadership, and the National Leadership Conference. 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 shall review nominations and select recipients for all BPA Cares professional awards—including but not limited to Advisor of the Year, Emerging Advisor of the Year, Emerging Professional of the Year, Hall of Fame, Outstanding Service, and Student of the Year—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 Chair or a designated representative of the CEAC (such as the Chair-elect, Secretary, or a subcommittee Chair), or any other relevant stakeholder, including advisors, members, alumni, and industry partners. All recommendations shall support alignment with current industry standards, certifications, and workplace relevance. 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 Student and Advisor Certification Series' programs offered and identify additional student or advisor certification programs that the association should offer.
   - Divisions: submit recommendations to the staff for developing and monitoring new divisions or related programs.
   - Leadership Program: Review and recommend strategies to strengthen and expand the association's leadership development opportunities.

7. 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. The committee shall establish a one-year plan of work, maintain the 3-5 year strategic plan, and maintain an optional 5-10-year long range plan.

VIII. 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 Board Chair, 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 Board Chair, 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.

IX. 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 agree 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 (2) business days of discussion will be allowed.
2. On a new motion, no less than four (4) business days will be allowed.

C. Voting

1. Submission & custody
   a. Votes shall be submitted to designated teller(s) or through a Board-approved electronic voting system.
   b. The Chair shall not receive or tabulate votes.
   c. The Secretary (or chief teller) shall retain the ballots (if any) and the tellers' report until the minutes recording the result are approved (or for not less than 30 days), after which ballots may be destroyed.
2. Voting period

a. The call shall state the opening and closing of the voting period; the minimum voting period is two (2) business days.
b. Even if an apparent majority is reached early, voting remains open until the stated deadline.

3. Tabulation, announcement, and notice
   a. Upon close of voting, the teller(s) tabulate all timely votes and prepare a tellers' report (number of votes cast, number necessary for adoption, numbers on each side/illegal votes, and the result).
   b. The presiding officer announces the result and the Secretary records the tellers' report in the minutes.
   c. Within 48 hours after the deadline, the Secretary circulates the tellers' report to the Board.
   d. For recorded votes authorized by rule, the report may include how each member voted.
   e. For a secret ballot, only aggregate totals and the result are reported; no member's individual vote may be disclosed.
4. Insufficient returns
   If, by the deadline, fewer than a majority of Board members have voted (or any higher return required by rule has not been met), then:
   a. The presiding officer may extend the deadline once, for up to two (2) business days, with notice to all members. Reminder contacts to non-respondents are permitted, but no interim results may be disclosed; or
   b. The presiding officer declares the motion failed for insufficient return. The Secretary shall indicate which members returned a vote and which did not. For secret ballots, individual selections are not disclosed.
5. Finality
   Once the result is announced, it stands unless corrected for a counting/reporting error, ruled on a timely point of order, or changed by a timely motion to Reconsider, or as otherwise provided below.
   a. Appeal (correction of an announced result)
      1. A Board member may seek correction within two (2) business days after the result is announced if they believe their vote was misstated or a counting/reporting error occurred.
      2. The member shall notify the Secretary and the presiding officer (email to all Board members is acceptable).
      3. Within two (2) business days of receiving the notice, the presiding officer shall respond to all Board members, after verification by the Secretary (or chief teller), and either:
         a. indicate the result was correctly reported; or
         b. issue a corrected tellers' report and restate the result.
      4. For secret ballots, verification is performed by the teller(s); the secrecy of individual votes is preserved. Only corrected totals and the result are reported.

D. 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 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. ET).
   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

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 in collaboration with the Director of Education and Professional Learning.
G. Perform such duties as specified in the Code of Regulations of Business Professionals of America, Inc.

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. Function as an advisory liaison to the Board of Trustees by communicating input and recommendations from Business Professionals of America advisors.
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 all current Workplace Skills Assessment Program (WSAP) guidelines, manuals, and related resources, as published by Business Professionals of America.
    b. Review and audit individual competitive events.
    c. Under the guidance of the Director of Education and Professional Learning, research emerging business practices and recommend additions and deletions to the Workplace Skills Assessment Program, including alignment with National Standards and workplace validation.
    d. 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.
    e. Operate in a partnership-oriented manner with the Director of Education and Professional Learning to ensure the successful operation of all aspects of the conferences competitive events.
    f. Provide assistance to the Director of Education and Professional Learning 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, Proctor, and Grading
4. Headquarter Assistance
5. Computer Lab and Certification Labs

C. Membership
1. A member of CEAC must be a full or part-time educator with at least three (3) years of experience as a BPA advisor or a retired educator within three (3) years of retirement.
2. CEAC representatives must be current members of BPA.
3. The voting membership of CEAC shall consist of three (3) representatives from each affiliated state—one middle level, one secondary, and one postsecondary. If a state association does not have representation in a division, it may appoint a voting representative from a different division to fulfill its three (3) positions. The method of selection shall be determined by each State Association. Both the voting and non-voting representative(s) shall be recognized by the Board of Trustees for membership on CEAC. If a state does not fill the three (3) voting representative positions, the Executive Director may, at his/her discretion and subject to the approved annual summer meeting budget, reallocate the unused national-funded housing and meal benefits to non-voting support attendees from other states.
4. The Director of Education and Professional Learning 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 annually certify the state's CEAC representative(s). The certification must be sent to the Executive Director using the standardized CEAC certification process.
9. A member of CEAC may not serve simultaneously on SAAC.

D. Vacancies

If a member cannot fulfill a designated term or is removed from active status pursuant to the CEAC Participation and Accountability Standards, a replacement shall 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 CEAC Summer Meeting.
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 and Professional Learning 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 CEAC subcommittees (WSAP assessment areas).
g. Distribute information to all members under the direction of the Director of Education and Professional Learning.

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. Assist Director of Education and Professional Learning in tracking audit and revision of Competitive Events at Summer Meeting.
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. Meet with the Director of Education and Professional Learning to review final versions of assessments.

G. Participation and Accountability Standards

1. Participation and Performance Expectations

   Members of the Classroom Educators Advisory Council (CEAC) are expected to actively participate in council activities including attendance at scheduled meetings, completion of assigned projects, and participation in Workplace Skills Assessment Program (WSAP) development activities such as authoring, auditing, and reviewing competitive events. CEAC members shall meet timelines established for the development, auditing, and review of WSAP materials. Members are expected to attend the CEAC Summer Meeting, the BPA National Leadership Conference (NLC) for the full duration of CEAC-assigned responsibilities, and other officially scheduled meetings unless prevented by extenuating circumstances.

2. National Leadership Conference Attendance and Service

   CEAC members attending the BPA National Leadership Conference shall actively support the BPA National Leadership Conference (NLC) for the full duration of CEAC-assigned responsibilities, including any scheduled CEAC meetings, briefings, and debriefs held before, during, or following the conference. NLC service may include judging competitive events, proctoring testing or production sessions, supporting onsite event setup and logistics, monitoring participant flow, escalating event issues to National Center staff, and other duties assigned by the Director of Education and Professional Learning. Absence from assigned NLC responsibilities without prior notification and approval may be considered when evaluating continued CEAC participation under the corrective process established by this policy.

3. Attendance Expectations

   CEAC members who miss two (2) consecutive official meetings without prior notification may be subject to review by the Director of Education and Professional Learning. If attendance concerns arise, the Director of Education and Professional Learning may notify the member and the respective State Advisor. Continued absence or lack of participation may result in a request that the State Advisor appoint a replacement representative.

4. Performance and Deadline Accountability

   CEAC members assigned responsibilities related to competitive event authoring, auditing, or review shall complete those responsibilities within timelines established by

the Director of Education and Professional Learning. Failure to meet established deadlines may result in reassignment of the work to another CEAC member or qualified volunteer to maintain program timelines. Repeated failure to complete assigned responsibilities may result in notification to the respective State Advisor and a request for replacement of the CEAC representative.

5. Enhanced Support Duties
   In addition to attendance and assigned WSAP development responsibilities, CEAC members shall provide subject matter expertise to support the development, audit, and review cycle for WSAP competitive events across Regional, State, and National levels, including pilot reviews, scoring rubric validation, and post-event analysis as requested. CEAC members shall serve as a resource to State Advisors, classroom educators, and judges in the member's areas of expertise, including responding to event-related questions and clarifications during the membership year. CEAC members acknowledge that completed work product produced as part of CEAC service— including test items, rubrics, scenarios, and supporting materials—is the intellectual property of Business Professionals of America and may be reassigned, revised, or reused by the National Center as needed to maintain program timelines.
6. Work Reassignment Authority
   To ensure the timely development and administration of the Workplace Skills Assessment Program (WSAP), the Director of Education and Professional Learning may reassign authoring, auditing, review, or other WSAP responsibilities when assigned tasks are not completed within established timelines. Reassignment of work does not remove the CEAC member from their position but ensures program development schedules are maintained.
7. Corrective and Accountability Process
   If a CEAC member repeatedly fails to meet participation expectations, assigned responsibilities, or established deadlines, the Director of Education and Professional Learning may implement the following corrective process: 1. First Phase – Informal Reminder. An email reminder shall be sent to the CEAC member outlining missed responsibilities, deadlines, or participation expectations and reaffirming the expectations of CEAC service. 2. Second Phase – State Notification. If deficiencies continue, a formal email notification shall be sent to both the CEAC member and the respective State Advisor/SAAC representative documenting the participation concerns and requesting corrective action. 3. Third Phase – Administrative Conference. If concerns remain unresolved, the Director of Education and Professional Learning may schedule a virtual meeting with the CEAC member, the respective State Advisor/SAAC representative, and the Executive Director/CEO to review responsibilities, deficiencies, participation expectations, and possible next steps.
8. Annual Certification of CEAC Representatives
   Following completion of the corrective process, the Director of Education and Professional Learning, with concurrence of the Executive Director/CEO, may remove a CEAC member from active status due to nonparticipation, failure to fulfill assigned responsibilities, or repeated failure to meet established deadlines. A CEAC member removed from active status may be restricted from participation in CEAC meetings, voting privileges, Summer Meeting responsibilities, WSAP assignments, and other official CEAC activities until a replacement representative is appointed by the respective State Advisor.
   State Advisors shall annually certify their CEAC representatives following the National Leadership Conference. This certification confirms that the appointed representatives:

- meet eligibility requirements
- understand the responsibilities associated with CEAC service
- are able to actively participate in meetings and assigned work

If participation concerns arise during the membership year, the Director of Education and Professional Learning may notify the State Advisor and request review of the representative's appointment.

9. CEAC Application and Appointment Process

   The Director of Education and Professional, shall maintain a standardized CEAC application and certification template for use by State Advisors when appointing CEAC representatives. The application shall outline eligibility requirements, participation expectations, meeting attendance responsibilities, and assigned workload expectations associated with CEAC service.

10. Alternate Representation

    In the event a CEAC member is unable to attend a Council meeting, it shall be the responsibility of the respective state to appoint or elect an alternate who meets the same qualifications as a CEAC member. Alternates may participate in discussion and assigned work for the meeting in which they are designated. However, consistent use of alternates in place of the appointed CEAC representative may be subject to review by the Director of Education and Professional Learning and notification to the respective State Advisor.

H. Meetings

1. At least 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. Additional official meetings may be scheduled as needed.
   a. The national organization shall reimburse Summer Meeting participants for lodging based upon double occupancy, in accordance with the official CEAC Summer Meeting agenda.
   b. Actual cost of meals will be reimbursed, with a maximum of $70 per full day (with receipts), as allowed. Meal breakdowns are as follows: Breakfast - $15, Lunch – $20, Dinner –$35. 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 30 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.

I. Voting

1. A quorum shall consist of 50% of the membership at each officially called meeting.
2. Each state association receives one vote per division. Each state association shall not receive more than three (3) votes. The voting membership of CEAC shall consist of three (3) representatives from each affiliated state—one middle level, one secondary, and one postsecondary. If a state association does not have representation in a division, it may appoint a voting representative from a different division to fulfill its three (3) positions.
3. A substitute/alternate shall have the same voting rights as a member.

J. 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.

K. 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 Board Chair 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 one-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 assigned at the discretion of the Executive Director.

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 designated staff liaison shall be responsible for determining an annual NBAC program of work and shall work with the Executive Director and the Board Chair 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. Support and facilitate the implementation of programs, policies and activities as established by Business Professionals of America Board of Trustees.
6. Collaborate with CEAC, other support groups and special committees to improve programs.

B. Membership

1. The membership of SAAC shall consist of one secondary, one post-secondary, and one middle level representative from each affiliated state. Representation will be determined as follows:
2. States where an individual is designated as being responsible for daily operations of the State Association, that individual shall serve on the SAAC.
3. 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 Department of Education to annually determine the representative(s) to the SAAC and notify the Executive Director.
4. All individuals serving in the State Advisor board positions will collaborate on a regular basis to communicate information to the board on behalf of SAAC. The State Advisor currently serving the longest continuous term on the Board of Trustees shall serve as the primary SAAC liaison to the Board of Trustees. This individual shall be responsible, in collaboration with other State Advisor board representatives, for submitting a full written report of all board actions or important information to all SAAC members no later than one week after each board meeting.
5. 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.
6. A member of SAAC may not serve simultaneously on the Alumni, NBAC, or CEAC Support Groups.

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

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

1. The Chair
    a. Preside over all meetings.
    b. Confer with the Executive Director in developing the agenda that shall be distributed by the National Center.
    c. Serve as a member of all SAAC committees.

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.
3. The Secretary
    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 Representative
    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, post-secondary, and middle level shall hold a meeting during the National Leadership Conference.
3. SAAC representatives from secondary, post-secondary, and middle level may hold meetings via conference call on a monthly basis or as otherwise called by the Chair, the officers, or a minimum of five (5) SAAC members. These meetings will be for informational purposes only unless otherwise specified in the call to the meeting. If any official business is to be transacted at a monthly or special meeting, such items of business must be provided in the notice to the meeting. If official business is to be transacted, the notice must be sent at least five (5) business days in advance and list the specific items of business.
4. Parliamentary procedure for all meetings shall be governed by the current edition of
5. *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 may be adopted by a two-thirds vote during any official SAAC business meeting.
2. All amendments approved by SAAC must then be submitted to the Board of Trustees for official action.

I. Committees
1. Committees may be established and appointed by the Chair or SAAC.

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. By the 15th of each month, the Director of Finance will deliver the previous month's financial statements to the Executive Director, the Board Treasurer, and the Board Chair.
4. 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 distributed to all members of the Board of Trustees at least seven (7) 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. For each newly approved state charter, national membership dues shall be assessed using a phased implementation model as follows:
   a. Years one and two: Membership dues shall be $5 for all membership divisions.
   b. Year three: Membership dues shall be $10 for the Secondary and Postsecondary membership divisions and $7 for the Middle Level membership division.
   c. Year four and beyond: Membership dues shall be assessed at the full Board-approved national membership dues rates for each respective membership division.
3. 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.
4. Joint activities with other nonprofit organizations should be budgeted to at least break even and must include full cost recovery (direct and indirect). Net proceeds, if realized, shall be used solely for exempt purposes.
5. A ten percent (10%) late fee shall be assessed on all member dues and National Leadership Conference (NLC) registration fees for invoices that remain unpaid more than thirty (30) days after the invoice date..
6. 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 an NLC account.

D. Expenses

1. Board of Trustees

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 National Executive Council Officers

Travel and per diem expenses of Secondary and Post-Secondary National Executive Council 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, who may assign these duties to financial staff, including the Director of Finance, 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. At least every five years or whenever there is a change in employment of either the Executive Director or Director of Finance the organization will obtain a full audit, under U.S. Generally Accepted Auditing Standards, of the organization's annual financial statements by a Certified Public Accountant. In the years not audited, the organization will obtain a review, in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA, of the organization's annual financial statements by a Certified Public Accountant. The Board of Trustees may also, at their discretion, vote to require an audit at any time.
3. 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. 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 on 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.

F. Financial Reserve

1. The association shall maintain a financial reserve of $500,000. These funds shall be placed in a low-risk investment instrument with a high degree of liquidity (i.e. fixed rate,

long-term bonds should be avoided), when possible. Withdrawals from the reserve may be made only when the following conditions prevail:

a. Accounts payable exceed the non-reserve assets of the organization and/or short-term cash flow problems prevent accomplishment of the association's programmed activities and/or threaten the solvency of the organization and when advances cannot otherwise be obtained; and/or
b. Higher returns from alternative investments can be obtained without significantly increasing the risk to the organization or decreasing the liquidity of the investment; and
c. A majority of the Board of Trustees agrees to the withdrawal of funds.

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 Strategic Programs and Experiences shall approve all organized tours sponsored by Business Professionals of America.
2. The Executive Director and Director of Strategic Programs and Experiences shall sign all contractual agreements regarding each tour and shall provide opportunities for insurance coverage for members participating.
3. The Director of Strategic Programs and Experiences 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 National Center maintains an online Resource Library on the BPA website and member portal.

H. Acceptable Use Policy

1. The official logo and mark are the intellectual property of Business Professionals of America, Inc. Only officially recognized state associations, chapters, members and affiliates should be able to identify themselves as Business Professionals of America or BPA through usage of the logo and/or mark. Chartered state associations and local BPA chapters as well as members in good standing with the organization, are permitted to use the trademarked official logo, mark and name on printed materials and digital media such as websites, social media platforms and electronic correspondences.
2. The BPA mark or logo may not be used on any commercial product or publication that directly or implicitly conveys that the content is authorized or associated with the organization, without the express written permission of the National Association. Members are encouraged to include the logo and/or mark to identify that they are members of Business Professionals of America. Use of the official logo and/or mark is a privilege, not a right.
3. The National Association may authorize external organizations, partners and sponsors to use the official logo and/or mark on promotional materials; however, no other use of the official logo or mark is permitted without the express written permission of the National Association.
4. The Business Professionals of America official logo and mark are fully protected under the latest intellectual property rights laws.

I. Brand Guide

A brand guide has been developed, and all State Associations, 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.

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 Strategic Programs and Experiences and the State Advisor.

II. Dues
   A. A minimum of three (3) student members is required to form a chapter within the Secondary division of Business Professionals of America.
   B. 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.
   C. Membership invoices may be changed without penalty no later than five (5) business days after original submission date.
   D. An affiliated chapter's advisor must be a professional member of the organization.
   E. Membership received through the online system by November 15 will receive mailings from Business Professionals of America, Inc.
   F. The Board of Trustees shall establish annual dues for each membership classification, Secondary and Associate.

III. Executive Officer Duties and Responsibilities
   A. Commit by signature and abide by the Executive Officer Code of Ethics, Executive 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 Leadership Development Specialist 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 Leadership Development Specialist who shall schedule all assignments.

L. Notify the Executive Director and Leadership Development Specialist 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. An Executive Officer may serve no more than two consecutive terms per division.

O. An Executive Officer may not serve as a regional, state, or other CTSO regional, state, or national officer in conjunction with the Executive Officer team.

P. Each Executive Officer is required to serve on a minimum of one (1) Board of Trustees committee, as determined by the Board Chair in collaboration with the Executive Director.

IV. Policies Whereby Executive Officers May Be Relieved from Duty

A. The Leadership Development Specialist, in consultation with the division president, or next ranking active officer of the officer's division, will provide verbal communication and send a written confirmation by electronic 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 (2) weeks. An officer will receive only one written notice per term. If subsequent performance is not up to specified standards, the president, or next ranking

officer of the officer's division, in consultation with the Leadership Development Specialist, 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 reasons, could result in an inactive Executive 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 Leadership Development Specialist 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 Executive Officers shall go to the Business Professionals of America Executive Director, Leadership Development Specialist, 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 Business Meeting and will be held during 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. Leadership Development Specialist

Responsibilities of the Leadership Development Specialist shall be to:

A. Serve as a Liaison between the Executive Officers and the National Center.
B. Provide direction to the Executive Officers throughout the year and at NLC.
C. Provide direction and guidance at the Executive 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 Executive Officers while representing or traveling on behalf of the National Association.

VII. Operational Procedures

The Secondary Division's Bylaws shall be amended in accordance with the requirements indicated in those Division Bylaws.

*(*Refer to NLC Section for Executive Officer elections.)

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 Strategic Programs and Experiences and the State Advisor.

II. Dues
   A. A minimum of three (3) student members is required to form a chapter within the Middle Level division of Business Professionals of America.
   B. 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.
   C. Membership invoices may be changed without penalty no later than five (5) business days after original submission date.
   D. An affiliated chapter's advisor must be a professional member of the organization.
   E. Membership received through the online system by November 15 will receive mailings from Business Professionals of America, Inc.
   F. The Board of Trustees shall establish annual dues.

III. The Middle Level Division Shall Not Have Executive 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 Middle Level Division's Bylaws shall be amended in accordance with the requirements indicated in those Division Bylaws.

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 Strategic Programs and Experiences 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. A minimum of three (3) student members is required to form a chapter within the Post-secondary division of Business Professionals of America.
   B. 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.
   C. Membership invoices may be changed without penalty no later than five business days after original submission date.
   D. An affiliated chapter's advisor must be a professional member of the organization.
   E. Membership received through the online system by November 15 will receive mailings from Business Professionals of America, Inc.
   F. The Board of Trustees shall establish annual dues.

III. Executive Officer Duties and Responsibilities
   A. Commit by signature and abide by the Executive 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 Leadership Development Specialist 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 Leadership Development Specialist who shall schedule all assignments.

L. Notify the Executive Director and Leadership Development Specialist 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 Executive Officer travel expenses, the National Center may, upon request, assist within budget limitations.

N. An Executive Officer may serve no more than two consecutive terms per division.

O. An Executive Officer may not serve as a regional, state, or other CTSO regional, state, or national officer in conjunction with the Executive Officer team.

P. Each Executive Officer is required to serve on a minimum of one (1) Board of Trustees committee, as determined by the Board Chair in collaboration with the Executive Director.

IV. Policies Whereby Executive Officers May Be Relieved From Duty

A. The Leadership Development Specialist, in consultation with the division president, or next ranking active officer of the officer's division, will provide verbal communication and send a written confirmation by electronic 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 (2) weeks. An officer will receive only one written notice per term. If subsequent performance is not up to specified standards, the President, or next ranking officer of the officer's division, in consultation with the Leadership Development Specialist, 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 Executive 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 Leadership Development Specialist 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 Executive Officers shall go to the Business Professionals of America Executive Director, Leadership Development Specialist, the Board Chair, the State Advisor of the state affected, and the local chapter advisor.

V. Meetings
A. The annual meeting shall be called the Business Meeting and will be held during 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. Leadership Development Specialist
A. Responsibilities of the Leadership Development Specialist shall be to:
B. Serve as a liaison between the Executive Officers and the National Center.
C. Provide direction to the Executive Officers throughout the year and at NLC.
D. Provide direction and guidance at the Officers' Leadership Training Conference in the preparation of recommendations to the Board of Trustees.
E. Provide information and insight into the policies of the Association and the Board of Trustees.
F. Coordinate all travel arrangements for the Executive Officers while representing or traveling on behalf of the National Association.

VII. Operational Procedures
The Post-secondary Division's Bylaws shall be amended in accordance with the requirements indicated in those Division Bylaws.

(Refer to NLC Section for Executive 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. Members shall be those willing to contribute to Business Professionals of America's growth and development

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.
      1. The first $2,000 of dues paid by the Alumni Division annually shall be allocated directly to the Alumni Division account for approved use. Any division dues collected above this $2,000 threshold shall be allocated to the National Organization Operating Account.
   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. Duties and Responsibilities
   A. National Officers shall:
      1. Provide guidance, leadership and inspiration to all members.
      2. Represent the views of the membership, not those of the individual officer.
      3. Maintain professional and timely communication with members and the Executive Director.
      4. Notify the Executive Director immediately of circumstances that prevent carrying out an assignment.
      5. National Officers shall be removed from office when the Executive Director, with the concurrence of the Board Chair, 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.

6. The Alumni Executive Committee may submit a name forward to fill a vacant National Alumni Officer position. If the Executive Director and the Board of Trustees approve, the vacancy shall be filled.
7. While a member of the Executive Council, the Alumni Representative is not considered a National Officer of the Alumni Division.
8. Be reimbursed for expenses:
    a. Relating to events sanctioned by the National Center of BPA in accordance with the reimbursement policy established by the Board of Trustees.
    b. 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 Site Selection

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 Strategic Programs and Experiences in coordination with the Executive Director.

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 Strategic Programs and Experiences 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. Registration fees for the NLC shall be received by the National Center twenty-one (21) days prior to the NLC.
F. NLC invoices may be changed without penalty no later than five business days after original submission date.
G. Only the National Center will collect monies actually for NLC registration.
H. 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.
I. 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 their division:
   1. 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 State, Regional, or Local Officer.
      c. Be a voting delegate representing his/her State Association for the Secondary Division.
      d. Be a State Association representative actively involved in the campaign of a candidate running for national office.
      e. Be an Executive 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 an Executive 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
      a. Be a member of the Alumni Division of Business Professionals of America and be actively involved in the NLC in a manner that is purposefully planned by the Business Professionals of America Alumni Division.

D. NLC State Qualifiers by Membership

Registered BPA Members (All Divisions)	Non-Judged Competitions	Judged Competitions	Admin Support Team (ML, S, PS)
Over 10,000	8	3	3
Over 5,000	7	3	3
Over 2,500	6	3	3
Under 2,500	5	3	3

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 Strategic Programs and Experiences, the Director of Education and Professional Learning and the Executive Director.

C. 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.

D. 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.

E. 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

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. An official grievance is meant to address an instance of impropriety or when an issue arises that conflicts with BPA governance or practices during NLC. The grievance process can be time-consuming and involves many stakeholders, so it is recommended to first bring any issue to the attention of conference staff, as a resolution may be more expedient. The grievance committee may address areas involving, but not limited to:
      - Dress Code
      - Competitive Events
      - Officer Elections

- Organizational Code of Ethics
- Code of Conduct
- Discrimination
- Academic Integrity

B. Responsibilities
    1. Convene at the direction of the Board Chair
    2. Review all aspects of the alleged violations(s)
    3. Maintain confidentiality – the state(s)/individual(s) filing a grievance will remain anonymous to the general public
    4. Inform affected parties – the opportunity to respond to allegations will be given before a decision is made

C. Procedure
    1. Competitive Events
        a. Any issue that arises pertaining to competitions should be brought to the attention of competitive events headquarters and/or the Director of Education and Professional Learning. If an immediate resolution cannot be identified, or at the director's recommendation, an official grievance can be filed.
        b. Only a state advisor or conference staff can file an official grievance. They must complete the National Grievance Form and submit it at the competitive events headquarters.
            1. The appropriate nature of the grievance must be indicated on the grievance form.
        c. Grievances must be filed no later than one (1) hour after the incident.
        d. The grievance committee will consist of two (2) members of the Board of Trustees, two (2) chapter advisors, and the executive director.
    2. Officer Elections
        a. Any issue that arises pertaining to officer elections should be brought to the attention of the leadership development specialist. If an immediate resolution cannot be identified, or at the specialist's recommendation, an official grievance can be filed.
        b. Grievances may only be filed by a state advisor or their designee.
        c. The National Grievance Form—Officer Elections must be completed and submitted to the Leadership Development Specialist by the state advisor or designee no later than one (1) hour after the incident.
        d. Grievances concerning campaign procedures will be handled by the grievance committee which is composed of two (2) members of the Board of Trustees, two
        e. (2) current executive officers; two (2) chapter advisors; and the executive director. The committee has the authority to disqualify candidates or take other disciplinary action deemed necessary.
        f. The candidate, chapter advisor, and state advisor or designee will be informed 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. Any general issue that arises should be brought to the attention of conference headquarters and/or the director of strategic programs and experiences. If an immediate resolution cannot be identified, or at the director's recommendation, an official grievance can be filed.

b. Only a state advisor or conference staff can file an official grievance. They must complete the National Grievance Form and submit it at conference headquarters.
c. The appropriate nature of the grievance must be indicated on the grievance form.
d. Grievances must be filed no later than one (1) hour after the incident.
e. The grievance committee will consist of two (2) members of the Board of Trustees, two (2) chapter advisors, and the executive director.

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 State Associations with Workplace Skills Assessment Program materials for the Regional and State levels.
2. State Associations may distribute WSAP Regional Tests for all divisions no earlier than February 1 of the current membership year.
   a. State Advisors hold discretion on the method in which they distribute the WSAP Regional Tests.
3. It is the responsibility of each State Association to ensure that the WSAP State Tests for all divisions are only used during the testing situation.
4. The National Organization may choose to make all WSAP State and National Tests from previous membership years available for purchase for all member divisions.

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

An orientation and instruction meeting for event administrators, proctors, and graders shall be held on the first day of the NLC. Additionally, a virtual orientation option will be available prior to the start of the conference for all participants. Participants shall be:

1. Reminded of the ethical responsibilities involved in administering, proctoring, grading, and handling information related to Workplace Skills Assessment Program (WSAP) activities, including confidentiality and fairness.
2. Provided with the official WSAP guidelines specific to the event they are supporting, to ensure consistency and accuracy in the execution of their roles.

D. Developmental Process

1. WSAP Competitive Event Authoring Procedures
   a. The Director of Education and Professional Learning is responsible for contracting with partners and/or independent authors.
   b. Partners/independent authors can author an event or event group as needed for leveling. Example: A single author may author the Fundamental and Advanced Accounting tests to ensure appropriate leveling.
   c. Authors will write tests in compliance with authoring guide, leveling documents (objectives/competencies), Style & Reference Manual, and aligned standards as applicable to event.
   d. The Director of Education and Professional Learning will track the progress of all events and manage all document collection.
   e. Partner/independent authors will forward completed tests to the Director of Education and Professional Learning according to published timeline(s).

2. WSAP Competitive Event Auditing Procedures
    a. When a test is received from the author, the Director of Education and Professional Learning will send it to the assigned CEAC member for an initial audit (the assessment chair assigns the CEAC member to the test).
    b. When a test is received from the author, the Director of Education and Professional Learning will send it to the assigned CEAC member for an initial audit.
        1. The auditor will take the test (as a student) and complete an initial audit report, looking for corrections, formatting errors, and ensuring tests are ready for a follow-up audit.
        2. All corrections and formatting errors will be made directly on the keys and tests.
        3. The initial audit must be completed and returned to the Director of Educator within 30 days.
            a. If revisions are needed by the author, the CEAC auditor must indicate these revisions within the 30-day period.
            b. Authors will then be given the audits to review and make necessary changes.
            c. Any requests after the 30-day audit does not go back to the author.
            d. Once the initial audit is approved by CEAC and no further changes are required, the Director of Education and Professional Learning will authorize payment to the independent author and a thank-you to the partner.
    c. Within five (5) business days of the initial audits return to the Director of Education and Professional Learning, the tests, keys and the initial audit report will be sent to the assigned CEAC member for a follow-up audit.
        1. This auditor will review the 1st auditor's report and perform a follow-up audit, looking for corrections, formatting errors, and ensuring tests are ready for final review.
        2. The auditor will take the test (as a student) and complete a follow-up audit report.
        3. All corrections and formatting errors will be made directly on the keys and tests.
        4. The follow-up audit must be completed and returned to the Director of Educator within 30 days.
    d. During the annual CEAC Summer Meeting, a final review audit of all tests and keys will be conducted by the respective assessment area members.
    e. Post-Summer Meeting, all tests will be finalized by National Center staff.

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 and Professional Learning no later than December 31 of the current membership year to be considered for pilot implementation in the following membership year. This form will be located on the Business Professionals of America website and in the Workplace Skills Assessment Guidelines. The National Center has autonomy in implementing any approved event, virtual or non-virtual, prior to the event's recommended implementation date.

Step 2 Summer: At the summer meeting, all submitted competitions are presented and supported by a majority of members of SAAC and CEAC. A minimum of two (2) states

must agree to pilot the proposed event at either/or both regional and state levels for two (2) years. 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. Virtual events must have all supporting documentation when submitted.

Step 4 Fall: The regional and state levels of the pilot event are distributed to all state organizations during the implementation year. 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 during the implementation year. 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:

a. All participants
b. Administrators, proctors, graders, judges
c. State CEAC representatives
d. State Advisors

Step 6 Spring: Proposed event is piloted at the NLC during the implementation year.

a. Only students who competed in the pilot event at the state conference may compete in the pilot event at the NLC.
b. 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:

a. All participants
b. Administrators, proctors, graders, judges
c. CEAC members present
d. 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 Professional Learning and an addendum to the Guidelines will be sent to all states.

X. Awards and Recognition

A. Workplace Skills Assessment Program

1. The Executive Officers of the Secondary and Post-Secondary Divisions, Director of Strategic Programs and Experiences, Director of Education and Professional Learning, and the Executive Director shall be responsible for selecting the awards to be presented at the NLC for Workplace Skills Assessment Program winners.
2. For all divisions, 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. 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 have been involved at the local, state, and national levels for 10 or more years. The award also includes a Business Professionals of America lifetime membership in the division of the recipient’s choosing (to be indicated annually).
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 2.75 cumulative grade average based on a 4.0 scale. The cumulative average shall include all subjects taken the candidate's entire high school career. An official school transcript shall accompany the nomination form. An Executive Officer must maintain a cumulative grade point average of at least 2.75 on a 4.0 scale throughout the officer's term. Failure to maintain the required cumulative grade point average shall be grounds for removal in accordance with the applicable removal procedures.

c. Be an active member of a State Association, an Independent Chapter, or the National Virtual Chapter.

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 2.75 cumulative grade average based on a 4.0 scale. The Post- secondary cumulative average shall include all subjects taken the last two terms. An official school transcript shall accompany the candidate's nomination form. An Executive Officer must maintain a cumulative grade point average of at least 2.75 on a 4.0 scale throughout the officer's term. Failure to maintain the required cumulative grade point average shall be grounds for removal in accordance with the applicable removal procedures.

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.

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. Candidates shall complete and submit all application materials and documentation required in the applicable Executive Officer Candidate Guide, consistent with these Policies and Procedures, by the published deadline and through the submission method designated by the National Center. Application

requirements, supporting documentation, submission procedures, and deadlines shall be published annually in the applicable Executive Officer Candidate Guide.

d. All candidates will be required to take the Executive Officer Candidate Exam and achieve a score of 70% or higher for eligibility to be an official Executive Officer Candidate.

C. Credential Review

1. Secondary and Post-secondary
   a. The Leadership Development Specialist shall review candidate credentials and eligibility according to criteria in Article XI, Section A.
2. Alumni
   b. The Alumni President and Executive Committee shall review candidate credentials and eligibility according to criteria in Article XI, Section A.

D. Campaign Procedures

All formal complaints of campaign and election guideline violations shall be submitted through the Grievance Form (Appendix 1, Section B) to the current BPA Board of Trustees Chair who will convene the NLC Grievance Committee to review the allegation. The committee shall be empowered to disqualify candidates or take other disciplinary action (Refer to Article VII Grievance Committee for more information) if the following procedures are not followed:

1. Secondary
   a. Business Meeting
      1. Each Executive Officer Candidate will deliver their prepared speech during this session:
         a. The speech shall be limited to two (2) minutes. The officer candidate will give an individual statement of qualifications and platform.
         b. Candidates may not refer to any office by name.
         c. The use of skits, props, costumes, demonstrations, or the assistance of another person are not allowed.
         d. The candidate may not solicit or invite audience participation, however, the candidate will not be held accountable for spontaneous audience response.
         e. The distribution of campaign material in the room where general sessions and banquets are held is also prohibited with the exception of business cards.
      2. No questions may be asked to any of the candidates.
      3. Each Official roll call of State Association voting delegates will be completed.
      4. Voting delegates will vote on amendments to the Secondary Bylaws at this meeting.
   b. Campaign Rally
      1. A campaign rally will always be held.
      2. A maximum expenditure of $200 per candidate may be made.
      3. 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.
      4. Candidates may conduct social media and online campaigning only as authorized by Business Professionals of America. Authorized platform(s), campaign periods, permitted and prohibited activities, and related procedures shall be published annually in the applicable Executive Officer Candidate Guide. 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.
5. Helium balloons, glitter, and confetti are not permitted.
6. 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 Executive 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.

2. Post-secondary
   a. Business Meeting
      1. Each Executive Officer Candidate will deliver their prepared speech during this session:
         a. The speech shall be limited to two (2) minutes. The officer candidate will give an individual statement of qualifications and platform.
         b. Candidates may not refer to any office by name.
         c. The use of skits, props, costumes, demonstrations, or the assistance of another person are not allowed.
         d. The candidate may not solicit or invite audience participation, however, the candidate will not be held accountable for spontaneous audience response.
         e. The distribution of campaign material in the room where general sessions and banquets are held is also prohibited with the exception of business cards.
      2. No questions may be asked to any of the candidates.
      3. Each Official roll call of State Association voting delegates will be completed.
      4. Voting delegates will vote on amendments to the Post-secondary Bylaws at this meeting.
   b. Campaign Rally
      1. A campaign rally will always be held.
      2. 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 fair market value. Each candidate will be allowed one easel that does not have to be added to the expense report.
      3. Candidates may conduct social media and online campaigning only as authorized by Business Professionals of America. Authorized platform(s), campaign periods, permitted and prohibited activities, and related procedures shall be published annually in the applicable Executive Officer Candidate Guide.
      4. 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.
      5. Helium balloons, glitter, and confetti are not permitted.
      6. 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. Candidate Caucus and General Election
Postsecondary executive officer elections shall be conducted through a nationally coordinated candidate caucus and general election process. Designated voting delegates shall cast ballots in accordance with the voting procedures established by Business Professionals of America. Specific procedures, including candidate questioning, voting methods, timing, and delegate responsibilities, shall be published annually in the applicable Executive Officer Candidate Guide.
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.

3. Alumni
   a. Nominations shall be made from the floor at the Annual Business Meeting of the Alumni Division.
   b. After being nominated, a candidate shall have up to two (2) minutes to give a speech.
   c. 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 Annual Business Meetings of each division, Secondary Division State Caucuses, and the nationally coordinated Postsecondary candidate caucus and general election process at the National Leadership Conference. Voting delegates shall be members for which they are serving as voting delegates. Refer to the individual eligibility section in each division's policies and procedures. All business and discussion must be conducted by the voting delegates. The voting-delegate allocations established in this section apply to general elections and other designated voting-delegate business. Eligibility to vote in primary elections is governed by Section XI.F.1.d.

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. All active and lifetime Alumni members in good standing in attendance at the Annual Business Meeting shall have one (1) vote.

      In the event that a voting delegate cannot be present at the Annual Business Meeting, a proxy may be designated, in writing to the President of the Alumni Division one (1)

calendar day prior to the meeting in which the vote is to be exercised. An Alumni member may not hold more than one proxy vote.

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. All student members registered for the National Leadership Conference in the respective division are eligible to vote in the primary election.

   e. For all general offices, eligible student members 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. Only registered voting delegates are eligible to vote in the general election. A registered alternate voting delegate may vote only when replacing a registered voting delegate who is unable to serve. If no registered alternate voting delegate is available to replace the voting delegate, that vote shall be forfeited.

   g. A majority vote must be received to be elected to 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, Leadership Development Specialist, Executive Director, one (1) former Executive 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 virtually prior to 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. A primary election shall be conducted only when twelve (12) or more candidates are eligible for general office within a division. If eleven (11) or fewer candidates are eligible for general office, no primary election shall be held and all eligible candidates shall advance to the general 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
    a. Officers shall be elected at the Annual Business Meeting of the Alumni Division. Nominations shall be made from the floor. Election shall be by ballot unless there is only one nominee for an office in which case the election may be by voice vote.
    b. A majority vote is required to be sworn into office. In the event that no candidate receives a majority of the votes, a second ballot shall be submitted to the voting delegates with the two highest scoring candidates from the first ballot.

G. Guidelines
1. Secondary and Post-secondary
    a. For additional information, guidelines, and timelines, refer to the Executive Officer Candidate Guide. Specific registration, substitution, roll-call, and voting procedures shall be published in the applicable Executive Officer Candidate Guide.
    b. Executive Officer candidates are required to attend all candidate meetings and election-related sessions identified as required in the applicable Executive Officer Candidate Guide. Failure to attend a required session shall result in disqualification unless circumstances beyond the candidate's control are substantiated.
2. Alumni
    a. For more information, guidelines, and timeline of election events, refer to the Alumni Division Bylaws.

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 "Member Code of Conduct and Ethics" below.)

XIII. Member Code of Conduct and Ethics

By voluntarily participating in any officially sanctioned national Business Professionals of America (BPA) event, members (middle level, secondary, post-secondary, advisor, and alumni members) agree to follow the official Member Code of Conduct and Ethics or forfeit their personal rights to participate.

Members shall respect and abide by the authority delegated to the Board of Trustees, state advisor(s), presiding officers, committee chairs, and advisor or authorized representative of the aforementioned.

- Members shall attend all sessions and activities assigned unless engaged in some specific assignment taking place at the same time.
- Members shall agree to, and abide by, the Academic Integrity Policy adopted by Business Professionals of America.

- Members shall wear acceptable attire to all program activities as specified in the conference program.
- Identification badges shall be worn at all official functions.
- Members shall not smoke in public while wearing the BPA official blazer.
- BPA shall, under no circumstances, approve or condone the possession or use of tobacco (including electronic forms of cigarettes) in any form, by any student member during official conference functions. Possession is defined as having on one's person, in one's belongings such as in a purse or luggage, in one's hotel/motel room, or having knowledge that prohibited item(s) are in one's hotel/motel room or in another person's possession.
- BPA shall, under no circumstances, approve or condone the possession, use, or serving of alcoholic beverages by student members 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 they return home.
- BPA shall, under no circumstances, approve or condone the use of drugs in any form, except for medical purposes, by anyone at a BPA national conference or any other state or national activity. This is in effect from the time the member leaves home until they return home.
- BPA shall, under no circumstances, approve or condone the possession of any firearms, dangerous weapons, explosive compounds, or objects that could reasonably be considered or used as a weapon.
- Spouses are allowed to attend events if they officially register as a special registrant. They shall not have membership privileges and shall abide by all event rules.
- Non-registered individuals will not be allowed at event activities.
- Whether at the event site or in public places, members shall conduct themselves in such a manner as to not bring reproach to the organization or to themselves.
- Members shall conduct themselves in a professional manner.
- Members shall stay at the approved hotel/motel during national conferences. Participants residing within a 50-mile radius of the conference site may be exempt from the policy at the discretion of the appropriate national authority.
- Student members shall keep their adult advisors/chaperones informed of their activities and whereabouts at all times.
- Student members shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an authorized advisor.
- Curfew each night shall be midnight, and all student members shall be in their rooms by curfew.
- It is the responsibility of the chapter advisor to assign in advance and manage chapter guestroom accommodations on-site according to their school and/or district travel policies.
- When Alumni division members serve or participate with any of its sister divisions at any official function, the alumni members shall abide by the code of conduct established by that division(s).
- Participants must not attempt to access, solicit, or share any personal contact information (e.g., phone numbers, home addresses, personal emails) of contest administrators, proctors, graders, or judges.
- Pin trading should be voluntary and reflect the spirit of camaraderie. All trades must be made in good faith. Aggressive behavior, harassment, or pressuring others to trade is strictly prohibited. Pin trading is not a commercial activity.

Chapter and state advisors are responsible for the supervision of student member conduct. Any member who violates or ignores any Code of Conduct and Ethics policy listed above or engages in any other form of behavior deemed unacceptable may be brought before the grievance committee for an analysis of the violation. The grievance committee will be composed of two (2) national Board of Trustees members, two (2) chapter advisors, and the BPA executive director. The grievance committee shall be appointed by the chair of the national Board of Trustees and empowered to take appropriate action in consideration of the penalties for breaking any Code of Conduct and Ethics policy listed above.

Disciplinary actions may include, but are not limited to, forfeiture of privileges to attend further events, removal from office, disqualification from the event and any associated competition(s), relinquishment of awards and recognition, and expulsion from the event at the member's expense. Appropriate authority figures, including but not limited to parents, guardians, supervisors, and employers will be notified as to the infraction and penalty imposed. BPA also reserves the right to notify law enforcement.

In the event of an egregious act or issue that compromises the safety and wellbeing of any attendee, or the goodwill/image of the BPA organization and brand, the executive director, or in their absence the Board Chair, has the authority to immediately expel an attendee from the event. Said attendee's recourse after leaving the event property would be to submit a grievance for consideration, but is not allowed on event property until such time that the grievance committee may reinstate their event credentials.

XIV. 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.

<u>Business Professional Dress Code</u>

Attire for all judged competitive events and to go on-stage during any general session:

- Suit jackets, blazers, or dresses
- Tops: Blouses or dress shirts with ties
- Bottoms: Dress pants or skirts
- Shoes: Close-toed dress shoes, heels, or flats

*Sleeveless shirts should be worn with a cover-up, such as a blazer or sweater

<u>Business Casual Dress Code</u>

Attire for competitive events inside all computer labs, leadership development workshops, campaign rallies, caucuses, exhibit halls, and general sessions (if not going on-stage):

- Tops: Blouses, dresses, oxford shirts, polos, or sweaters
- Bottoms: Dress pants or skirts
- Shoes: Dress shoes, heels, or flats

*Sleeveless shirts should be worn with a cover-up, such as a blazer or sweater

Casual Dress Code

- Attire for tours, special events, and service activities:
- Tops: T-shirts, sweatshirts, and other casual tops
- Bottoms: Jeans, shorts, or other casual bottoms
- Shoes: Any footwear, including sneakers or sandals

Additional Notes

- All attire must not include any offensive graphics or slogans
- All shirts should cover the midriff

The following items are prohibited in all conference areas:

- Strapless, spaghetti straps, tube tops, halter tops, midriff tops
- Spandex, lycra or transparent clothing
- Cut-offs or clothing with rips or tears
- Clothing with inappropriate words and pictures
- Mini/short skirts or dresses more than 2” above the knee
- Swimwear
  *Swim suits must be covered with appropriate attire while in any area except the swimming pool or designated sunbathing area.

Dress Code Violations

Members not dressed in required attire will not be allowed to participate in conference events nor allowed onstage.

Members refused entrance to an event will be given the opportunity to change into appropriate attire immediately and participate or compete in the event. Having changed into appropriate attire, the member will join testing in progress. No additional time will be given for time missed.

Members have the right to grieve the issue immediately after being refused entrance. Dress code grievances will not be accepted if not received in writing at competitive events headquarters within one hour of the alleged infraction.

XV. 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 Programs and Experiences**.**

XVI. 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.

XVII. 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 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.

XVIII. Tours

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

XIX. Provisions for Conducting Business if NLC is Cancelled

A. In the event that the National Leadership Conference is cancelled, electronic meetings of the corporate body and of the voting delegate body shall constitute a National Leadership Conference.
B. The Board of Trustees shall approve an alternative form of campaigning for Executive Officer elections, to be distributed at least 30 days prior to candidate packets being due.
C. Upon the elections of the Executive Officers and Board of Trustees members, the National Leadership Conference shall be considered held.

XX. NLC Exhibitor/Partner Vetting Policy

A. The National Leadership Conference (NLC) is a student-focused event serving participants from middle level and above. To ensure a safe and professional environment, all exhibitors must present materials and activities that are appropriate for students and aligned with the educational mission of the conference. Exhibitors may not display, distribute, or promote illegal, unsafe, or inappropriate content, including but not limited to alcohol, tobacco, vaping, drugs, weapons, gambling, or sexually explicit or discriminatory material.
B. All exhibitor applications are reviewed by NLC staff prior to approval. NLC staff reserve the right to remove any material or exhibitor that violates these standards, without refund, and to restrict future participation.

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 National Staff in consultation with the Executive Director.

II. Executive Officers
   A. The Executive Officers of the Secondary and Post-secondary divisions shall meet for leadership development training under the direction of the Leadership Development Specialist.
   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.

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 Chair.

V. Operational Procedures
   A. Responsibility
      1. The Executive Director, in cooperation with the Board Chair, 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. In the event summer meeting cannot occur in the city of the upcoming NLC, the Board of Trustees shall approve alternative plans for summer meeting.
      2. The Director of Strategic Programs and Experiences 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. BPA Week

The Career and Technical Education community has assigned the month of February as CTE Month in an effort to raise awareness and celebrate the value and achievements of CTE programs. To coincide with this effort, Business Professionals of America Week shall be observed annually during the second full week in February.

IV. National Service Projects

A. The National Center shall determine the National Service Project(s).

V. Additional Professional Activity

A. Participation in professional meetings, conferences, industry partnerships, workforce development events, and other opportunities aligned with organizational strategic initiatives shall be supported as budgeted in order to advance the mission and public relations of 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.

VI. 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.

D. 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.

E. 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.

VII. Social Media Policy

Social media presents a powerful platform to highlight the activities, achievements, and camaraderie of Business Professionals of America. As a BPA member, your online presence reflects on the brand and reputation of the organization. BPA encourages all members to use social media in a professional, positive, and responsible way that aligns with the values of leadership, service, and professionalism.

Members are encouraged to:

- Promote upcoming BPA activities and events on appropriate social media platforms (specific channels are at the discretion of the chapter advisor).
- Share BPA activities and accomplishments on public platforms using official #hashtags and by tagging official BPA social channels.
- Engage and promote official BPA social media channels.
- Support fellow members by celebrating their efforts, achievements, and leadership.
- Share and interact with news, updates, and content released through BPA's official website and social media accounts.
- Use social media to network with BPA members, chapters, alumni, and partners in a positive and professional manner.
- Recognize BPA partners and sponsors in a respectful and professional way.

When using social media, BPA members should:

- Communicate respectfully and inclusively, reflecting BPA's values of professionalism, leadership, and diversity.
- Protect their own privacy and the privacy of others—never post personal addresses, phone numbers, school IDs, or other sensitive details.
- Obtain consent before posting identifiable photos or videos of other members, especially minors, and follow school and/or state media guidelines.
- Follow event-specific guidelines when posting from conferences or activities (e.g., competition rules, restricted photography areas, embargoed announcements).
- Refrain from using AI-generated or altered media in a way that misrepresents BPA, its members, or its activities.
- Remember that social media activity builds a permanent digital footprint which may be considered for college admissions, scholarships, internships, and future employment.

Prohibited Conduct and Consequences

Any malicious or inappropriate use of social media will not be tolerated. This includes, but is not limited to:

- Photos, videos, or comments that are unprofessional, derogatory, demeaning, incriminating, or threatening toward any individual, group, or entity (e.g., taunting other members, derogatory remarks against race, gender, religion, etc.).
- Posts that depict or encourage unacceptable, violent, or illegal activities (e.g., hazing, harassment, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).
- Harassment, bullying, discrimination, or any behavior inconsistent with BPA's values and the BPA Code of Conduct.
- Misuse of BPA's name, logo, or brand in ways that are misleading, unauthorized, or damaging to the organization.

Enforcement:

- Violations of this policy may result in disciplinary action, including removal from an event, suspension, or termination of membership.
- Consequences will be determined by BPA leadership, and appropriate legal action may be taken if necessary.
- Business Professionals of America reserves the right to monitor, restrict, prohibit, block, suspend, terminate, delete, remove, or discontinue any user's access to any official BPA social media site at any time without notice.
- BPA may remove or restrict any comment, post, or material deemed objectionable, inappropriate, harmful, defamatory, offensive, or criminal in nature.

VIII. Academic Integrity Policy

Academic integrity is at the center of Business Professionals of America's educational mission. It is imperative that all work submitted by our membership be a true reflection of that individual's and/or team's effort and ability. This includes, but is not limited to:

- Workplace Skills Assessment Program (WSAP) competitive event project submissions and all online assessments.
- Application submissions for the BPA Cares, Torch Awards or scholarship programs.

Any member (including, but not limited to, advisors, students, alumni, volunteers) who has demonstrated unacceptable academic behavior by violating the National BPA Academic Integrity Policy is subject to disciplinary action.

Intentional or unintentional violations of the Academic Integrity Policy include, but are not limited to:

- not citing a source in text and/or in a Works Cited when:
  - using another individual's work, idea or opinion
  - using information from any source or reference material
  - using any charts, infographics, pictures, sounds or any other media elements
  - using quotations from an individual's actual spoken or written words
  - paraphrasing (putting into your own words) an individual's work
  - using AI is permitted
- use of AI and automated tools
  - unless an event/program guideline explicitly permits it, AI/automated tools may not be used to generate, rewrite, paraphrase, translate, code, design, compose, or otherwise create competition or application content (text, images, audio, video, code, data analysis)
  - using AI/automated tools to generate, rewrite, translate, or paraphrase submission content (text, visuals, audio, code, data) when not expressly allowed
  - submitting AI-fabricated citations/sources or outputs
  - using AI or external assistance during objective assessments or event prompts
- allowing advisors, alumni, parents, friends or any other individual to create content for the competitor(s)
- attempting to cheat on any objective online or offline assessment exam (example: using online resources and/or old BPA tests during the event)
- removing and/or sharing any event-specific information from the event (such as the test, application tasks, objective test questions, speech prompts, etc...)
- fabricating signatures on entry forms and/or release forms
- fabricating sources (such as creating fictitious articles or authors)
- re-using your own projects from previous years (self-plagiarism)

<u>National BPA Academic Integrity Violation Procedures</u>

The following guidelines will be adhered to if a member has demonstrated a violation of the National BPA Academic Integrity Policy:

1. Any individual who discovers sufficient information to substantiate an academic integrity violation should immediately (within one hour) complete an Academic Integrity Violation Form and submit to the BPA Director of Education and Professional Learning at the Competitive Events Headquarters if during NLC, or via email if occurring prior to NLC (pre-judged materials, BPA Cares applications, Torch Award resumes, scholarship applications, etc.).
2. Upon receipt and review of the Academic Integrity Violation Form, the Director of Education and Professional Learning will notify the Grievance Committee of the alleged violation (including a detailed synopsis and proof to substantiate the violation via the Academic Integrity Violation Form).

3. The Grievance Committee will review the Academic Integrity Violation Form and, if the violation is substantiated, determine an appropriate course of disciplinary sanction(s) based on proof and the severity of the violation, which may include:
   a. a reduced score on any scorable item/entry
   b. a grade of "zero" on any scorable item/entry
   c. immediate disqualification from the related competitive event, BPA Cares program, Torch Awards program, scholarship and/or any other related event in the BPA Platform, and/or
   d. membership suspension.
4. The respective member, local advisor, and state advisor or designee will be notified of the Academic Integrity Violation and given the opportunity to respond/appeal the decision if disciplinary action is taken.

   State associations may follow these violation procedures for their regional and state leadership conferences and/or may enforce additional penalties.

IX. Artificial Intelligence Usage & Citation Policy

A. Purpose & Scope

This policy defines how generative artificial intelligence (AI) may be used in BPA WSAP competitive events and how it must be cited. It applies to all competitors, advisors, and judges across every division. Each event guideline states its AI level (below).

B. Definitions

- Generative AI — tools that produce new text, code, images, audio, or data from a prompt (e.g., ChatGPT, Claude, Gemini, Copilot).
- Routine assistive technology — spelling/grammar checkers, calculators, search engines, autocomplete, and accessibility tools — is not AI use and needs no citation.

C. Event AI Levels

Level	AI Use
Level 1 *No AI Allowed*	No generative AI may be used at any stage. Applies to objective tests and original-creation events such as graphic design, video, and 3D modeling. See the Level 1 statement below.
Level 2 *Permitted with Citation*	Generative AI may assist preparation. Final work must be substantially the competitor's own, disclosed on the AI Usage & Documentation Form, and cited. Integral-AI events (e.g., AI Team) are Level 2 and may also score prompting and validation.

D. Level 1 — Prohibited-Use Statement

Level 1 original-creation events (design, video, 3D) insert this statement once per guideline:

> *All elements of the entry must be original student work. Generative AI tools and AI-generated content may not be used at any stage — concept, creation, editing, or assembly. Standard, non-generative software may be used, but all assets must be manually created or directly edited by the student.*

- Graphic / Visual Design — AI image generators and automated image tools.
- Video Production — AI image/video generators and voice cloning.
- 3D Modeling & Animation — text-to-3D, image-to-3D, AI assets, automated environment builders.

E. Level 2 — Permitted-Use Statement

Level 2 events permit generative AI with citation. Insert this statement once per guideline:

> *Generative AI tools may be used to support this entry. The final submission must reflect the competitor's own substantial work and judgment; AI may not generate the entry in whole. All AI use must be disclosed on the AI Usage & Documentation Form and cited in MLA format, and the competitor remains fully responsible for the accuracy, originality, and integrity of the submission.*

- Ideation & Planning — brainstorming, outlining, and topic or approach exploration.
- Drafting & Editing — generating draft text, proofreading, and rephrasing.
- Code & Assets — code scaffolding or debugging, and image/asset generation where the event allows it.
- Analysis — summarizing or analyzing data to inform the entry.

F. Competitor Responsibilities

- You are fully responsible for the accuracy, originality, and integrity of your submission, regardless of AI assistance.
- Verify every AI-generated fact or source independently; fabricated or unverifiable citations are a violation.
- Do not enter personally identifiable, confidential, or copyrighted information into public AI tools.
- Follow each tool's terms and minimum age requirements; Middle level competitors use only school-approved tools.

G. Citation (MLA Format) & Integrity

Level 2 entries cite each AI tool used in MLA format — the prompt is the title and the tool the container:

"Prompt description" prompt. *Tool*, Version, Developer, Date, URL.

Example: "Outline a marketing plan" prompt. *ChatGPT*, GPT-4o version, OpenAI, 9 Mar. 2026, chatgpt.com. **In-text** *("Outline a marketing plan")*

Prohibited, undisclosed, or uncited AI use violates the BPA Academic Integrity Policy (penalty or disqualification). Reviewed annually with the WSAP cycle.

X. BPA Crisis Management & Incident Response Plan

Staff will maintain a Crisis Management and Incident Response Plan, review and update it at least annually, and the Executive Director will complete quarterly response trainings with staff.

XI. Acronyms and Abbreviations

ACTE	Association of Career & Technical Education
Board	Board of Trustees
BOT	Board of Trustees
BPA	Business Professionals of America
CEAC	Classroom Educators Advisory Council
ED	Executive Director
NBAC	National Business Advisory Council
NBEA	National Business Education Association
NLC	National Leadership Conference
SAAC	State Association Advisory Council
WSAP	Workplace Skills Assessment Program
U.S.	United States



Business Professionals of America

Policies and Procedures

APPENDIX

APPENDIX

I. National Grievance Form

A. National Leadership Conference (Excluding Officer Elections)

Grievance Filed By: _____ Date: _____

☐ Conference Staff ☐ State Association Advisor (indicate state): _____

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: _____

_____

_____

_____

Date and Time of Alleged Violation: _____

Action by Grievance Committee: _____

_____

_____

_____

_____ _____

Board Representative Board Representative

_____ _____

Local Advisor Local Advisor

_____

Executive Director

B. Officer Elections

Grievance Filed By: _____

☐ Conference Staff ☐ State Association Advisor or Designee

State Association: _____ Date: _____

Name of State Association Advisor or Designee: _____

Nature of Grievance (check one): ☐ Executive 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

_____ _____

Executive Officer Executive Officer

_____ _____

Local Advisor Local Advisor

_____

Executive Director

II. Business Professionals of America Conflict of Interest Policy

Business Professionals of America, Inc.
Conflict of Interest Policy

In their capacity as trustees, officers, and key employees, the individual leaders of Business Professionals of America, Inc. 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, Inc. Such circumstances may involve family relationships, business transactions, professional activities, or personal affiliations.

The Board of Trustees of Business Professionals of America, Inc., 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, Inc., 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, Inc.;
- 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, Inc.;
- Business, professional, or other activities that would materially and adversely affect Business Professionals of America, Inc., either directly or indirectly; and,
- Any arrangement in which a trustee, officer, or key employee provides goods or services to Business Professionals of America, Inc., 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:

a. 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;
b. 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
c. Determine that the individual trustee, officer, or key employee must resign from his or her service to Business Professionals of America, Inc. 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, Inc., reserves final authority over the resolution of all conflicts of interest involving a trustee, officer, or key employee of Business Professionals of America, Inc. The Business Professionals of America, Inc., 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, Inc.?

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, Inc. 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, Inc. 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, Inc. as a paid vendor, or solicits a contractual relationship with Business Professionals of America, Inc.:

a. The trustee, officer, or key employee must promptly disclose the intent to enter into a business relationship with Business Professionals of America, Inc., either to the Audit Committee, the Board of Trustees, or both.
b. The trustee, officer, or key employee must recuse himself or herself from all deliberation, debate, and/or voting related to the contemplated business relationship.
c. If the value of the transaction exceeds $5,000, Business Professionals of America, Inc., must solicit proposals or applications from a broad range of other qualified candidates for the agreement or contract under consideration.
d. The Business Professionals of America, Inc., 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, Inc.
e. If the Business Professionals of America, Inc., 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. Statement of Disclosure Form

Organization/Entity Name: _____ **Date:** _____

a. Section 1: Personal Information

b.

Full Name: _____ Position/Title: _____

Address: _____ Phone: _____ Email: _____

c. Section 2: Disclosure of Interests

d.

Please disclose any potential conflicts of interest, financial interests, or relationships that may influence—or appear to influence—your duties, decisions, or objectivity within this organization.

1. **Financial Interests**
   - Do you, or an immediate family member, have any financial interest in an organization that does business with or seeks to do business with this entity?
     ☐ Yes ☐ No
   - If yes, please explain:

2. **Outside Employment/Positions**
   - Do you hold any other positions (employment, board memberships, advisory roles, etc.) that could present a conflict of interest?
     ☐ Yes ☐ No
   - If yes, please explain:

3. **Gifts/Benefits**
   - Have you received or been offered any gifts, favors, or benefits of more than nominal value that could influence your decisions?
     ☐ Yes ☐ No
   - If yes, please describe:

4. **Other Disclosures**
   - Please disclose any other information that may be relevant to potential conflicts of interest.

e. Section 3: Certification

I hereby certify that the information provided above is true, correct, and complete to the best of my knowledge. I agree to promptly update this disclosure if any relevant changes occur.

Signature: _____ Date: _____

Printed Name: _____

IV. BPA Academic Integrity Report Form

BUSINESS PROFESSIONALS of AMERICA
Giving Purpose to Potential

ACADEMIC INTEGRITY VIOLATION FORM

Please fill out the form below within one (1) hour of the violation to file an academic integrity violation. The completed form should be hand delivered to the Director of Education at the BPA NLC Competitive Events Headquarters if the violation occurs during NLC, or via email if occurring prior to NLC (pre-judged materials, BPA Cares applications, Torch Award resumes, scholarship applications, etc.). The BPA Grievance Committee will notify the member, local advisor, and state advisor or designee of the Academic Integrity Violation and an opportunity will be provided to respond/appeal the decision if the violation is substantiated and disciplinary action is taken.

If you have multiple members and/or a team to report for the same violation, complete the form and save the file once for each member/team and update the information beginning on page 2.

REPORTER INFORMATION

Name: Position Title:

Report Date: Report Time:

Cell Phone: Email:

VIOLATION INFORMATION

Member/Team Name:

Date(s) of Violation:

Violation Description:
*Please include **specific details/proof** as to what happened, when it happened, where it happened, and who was involved.* Please attach any supporting documentation to this form.

MEMBER/TEAM INFORMATION

Please complete this section of the form for **each member/team** you believe is/are responsible for academic dishonesty.

Member/Team Name:

Member/Team ID# (if known):

Violation(s): ***(Mark all that apply.)***

- ☐ **1a. Cheating:** Attempting to cheat on any objective online or offline assessment exam (example: using online resources and/or old BPA tests during the event). Allowing advisors, alumni, parents, friends or any other individual to create content for a member/team.
- ☐ **1b. Citation(s)**: Failure to cite a source in text and/or in a Works Cited when using another individual's work, idea or opinion, using information from any source or reference material, using any charts, info-graphics, pictures, sounds or any other media elements, and/or using quotations from an individual's actual spoken or written work.
- ☐ **1c. Complicity in Academic Dishonesty:** Helping or attempting to help another member/team to commit an act of academic dishonesty.
- ☐ **1d. Fabrication**: Fabricating signatures on entry forms and/or release forms and/or fabricating sources (such as creating fictitious articles or authors).
- ☐ **1e. Impermissible Collaboration:** Removing and/or sharing any event-specific information from an event (such as a test, application tasks, objective test questions, speech prompts, etc.).
- ☐ **1f. Self-Plagiarism**: Re-using your own project(s) from previous years.

Disciplinary Sanctions Imposed: ***(Mark all that apply.)***

- ☐ No sanctions imposed
- ☐ Reduced score
- ☐ Zero score
- ☐ Disqualification
- ☐ Membership suspension

Comments regarding committee sanctions:

_____	_____
Board Representative	Board Representative
_____	_____
National Officer	National Officer
_____	_____
Local Advisor	Local Advisor
_____	
Executive Director	

V. Code of Conduct and Ethics Policy Form

Code of Conduct and Ethics Policy

Business Professionals of America, Inc. ("BPA") is committed to carrying out the mission of this organization and is committed to promoting the highest standards of ethical conduct in its operations and activities, and expects its staff and board members, in the performance of their responsibilities to conduct themselves and their activities according to the highest ethical standards of conduct and to comply with all applicable laws. BPA staff and board members shall, and by signing below they each acknowledge that they have read and understand this policy and agree to comply with this policy. Each board and staff member shall:

- Recognize that the primary function of BPA is to engage primarily in activities which accomplish one or more of BPA's purposes, and in doing so, BPA staff and board members shall strive to serve the best interests of BPA's stakeholders, including but not limited to student members, advisors, alumni, and business partners.
- Conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
- Respect the structure and responsibilities of the board and organization, provide relevant facts and advice as a basis for making policy decisions, and uphold, implement, and adhere to policies and procedures adopted by the BPA board.
- Conduct their respective BPA organizational and operational duties, if any, with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
- Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities in order to inspire confidence and trust in BPA's activities.
- Exercise the powers invested, if any, for the good of all members of the organization rather than for personal benefit, or that of organizations or constituencies they may represent, and at all times comply with all applicable BPA policies.
- Abstain from accepting, directly or indirectly, any gift, favor, service, employment, or any other item that is offered with the intent to influence organizational decision making.
- Fully disclose in writing to the BPA board chair, at the earliest opportunity, information that may result in a perceived impropriety or actual conflict of interest, and abstain from participating in debate, negotiation, or decision making whenever a decision or lack of decision would affect any personal interest. Potential conflict-of-interest situations include but are not limited to: (i) business dealings with BPA or those seeking to do business with BPA, (ii) transactions that harm BPA, (iii) any activities that compete with the interests of BPA or result in any personal advantages based on BPA's business dealings.
- Respect the diversity of opinions as expressed or acted upon by the board, staff, committees, and membership, and dissent as appropriate.

- Exercise powers invested, if any, to help ensure BPA members access to appropriate and effective programs/services without discrimination with respect to gender, sexual orientation, national origin, race, religion, age, political affiliation, geography, or disability, in accordance with all applicable legal and regulatory requirements, and in no event engage in such discrimination.
- Respect and protect privileged information to which such individual has access in the course of their official duties.
- Strive for personal and professional excellence and encourage the professional developments of others.

In general, the use of good judgment based on high ethical principles will guide staff and board members with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of conduct, or where questions arise concerning the propriety of certain conduct by an individual or others, the matter should be brought to the attention of the board chair. In all questions involving ethics and conduct, the board will make relevant determinations, except that any individual whose conduct is at issue will not participate in such decisions. Any member of the Board of Trustees who intentionally or unintentionally fails to adhere to the Code of Conduct and Ethics Policy may potentially face disciplinary actions ranging from censure to removal at the discretion of the Board of Trustees.

This policy is intended to supplement but not replace the BPA Conflict of Interest Policy and any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

_____	_____
Signature	Date Signed
_____	_____
Printed Name	Title

VI. Policy & Procedure Change Request Form



Policy & Procedure Change Request Form

Request Information

Name:

Representing:

Date Proposed:

P&P Manual info:

Rationale:

Policies & Procedures Committee Review Information

Date Reviewed: _____

Review was: Approved Denied

Notes/Remarks:

Current Policy Language (If applicable) (Please include Article and page number)	**Proposed Policy Language Addition/Change**

VII. National BPA Grievance Form

National BPA Grievance Form

This form should be completed with relevant accompanying documentation to the current National Board of Trustees Chair.

This form is to be used for any grievance outside of Executive Council and National Leadership Conference specific occurrences.

Name: _____ Date: _____

School: _____

Nature of Grievance (Indicate area being addressed) (circle one):

Policy and Procedure

Leadership

Organizational Code of Ethics

Code of Conduct

By-Laws

Discrimination

Other: _____

Grievance:

_____

_____

_____

_____

Action by Grievance Committee:

_____

_____

_____

_____

_____

Signatures of Corporate Members of the Grievance Committee:

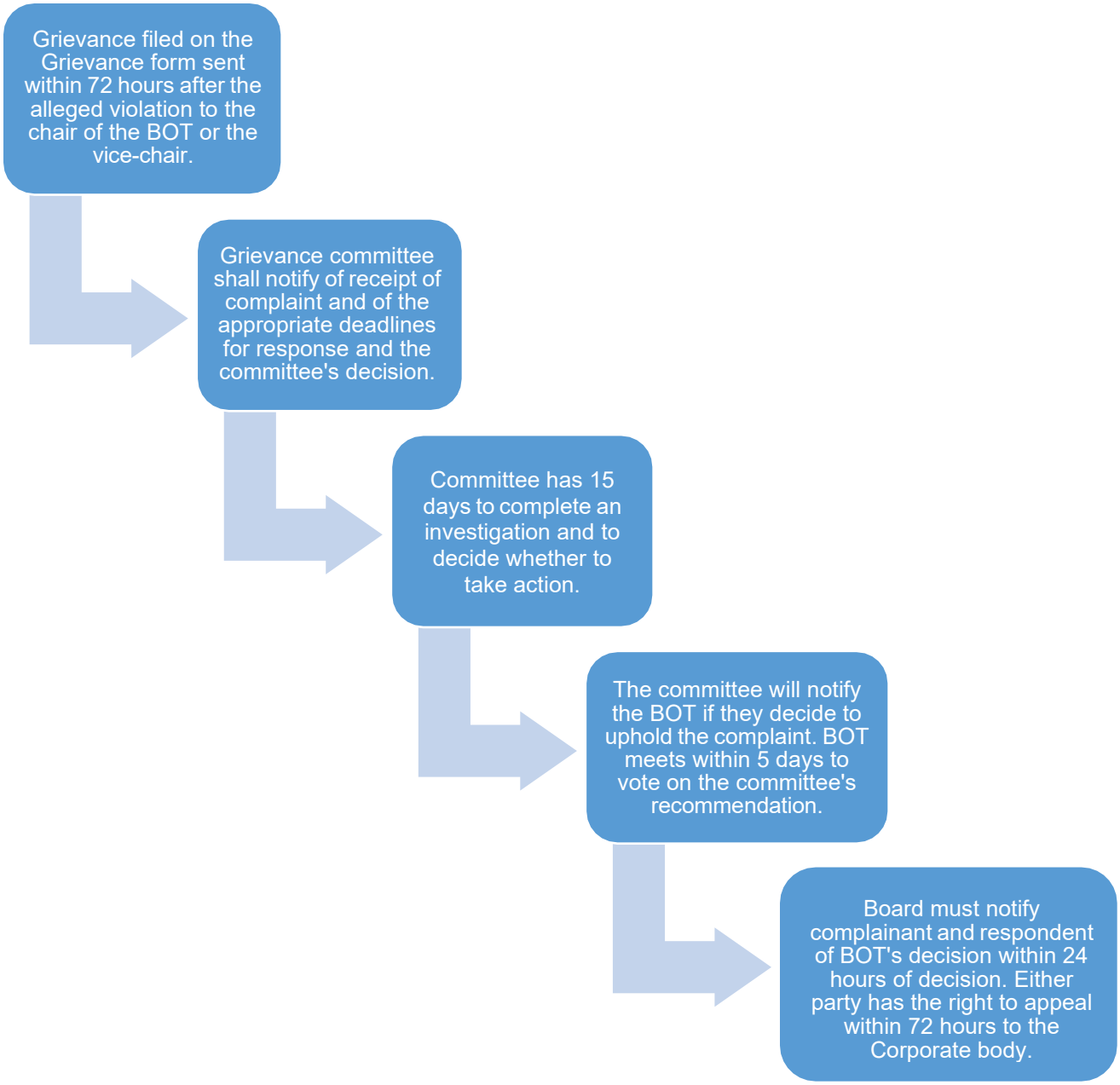
_____ _____ _____

Committee Member Committee Member Committee Member

_____ _____

Committee Member Committee Member

Note: The Board Chair should establish a Grievance Committee made up of five (5) Corporate Body Members annually.



VIII. Corporate Vote Proxy Form



Corporate Vote Proxy Form

This form shall serve as the official proxy form for all national meetings of Business Professionals of America. The completed form must be submitted to the Executive Director/CEO or Board Chairman prior to the meeting in which the proxy will be exercised.

As a member of the Middle Level, Secondary/Associate, Post-secondary State Association, or Alumni Division (check all applicable divisions), I designate the following individual to exercise my vote and serve in all positions that my position entails for the meeting below.

☐ **Middle** ☐ **Secondary/Associate** ☐ **Post-secondary** ☐ **Alumni**

Name of Proxy: _____

Title: _____

Mailing Address:_____

City: _____

State:_____Zip: _____

Email Address:_____Phone_____

This proxy is for a Business Professionals of America, Inc. Corporate Meeting that is scheduled to be held on the day, time and modality listed below. This form must be submitted to the proper authority prior to the meeting before coming to order.

_____
Date of Meeting

_____
Signature

_____
Time of Meeting

_____
Typed/Printed Name

_____
Virtually or In-person

_____
Date Signed

VOLUNTEER NON-DISCLOSURE AGREEMENT

(CONFIDENTIALITY AGREEMENT)

This Volunteer Non-Disclosure Agreement ("Agreement") applies to the volunteer known as _____, hereinafter referred to as the "Volunteer," who is associated with and/or involved in the activities, events, or affairs of **Business Professionals of America (BPA)**, hereinafter referred to as "BPA."

WHEREAS, Volunteer acknowledges that he/she/they has or will learn or have access to Confidential Information (as defined below) of BPA, its business, its members, its vendors, and its employees;

WHEREAS, Volunteer agrees that the unauthorized disclosure of such information would cause irreparable damage to BPA, and that the prohibition on disclosure of such information protects the legitimate business interest of BPA.

NOW THEREFORE, in consideration of the opportunity to volunteer for BPA and the position of trust and responsibility which will afford Volunteer access to such Confidential Information, and in addition to any obligations that may exist under the Uniform Trade Secrets Act or other statute or common law, Volunteer agrees to the following covenants, terms and conditions.

SCOPE OF CONFIDENTIAL INFORMATION

As used in this Agreement, the term "Confidential Information" shall include: (a) all information that is considered to be a trade secret under applicable law, and (b) whether or not considered to be a trade secret by law, all information, however documented, that is related to the business and affairs of BPA and/or its members, vendors, and/or employees, including but not limited to (1) memoranda, notes, plans, records, and reports (2) all intellectual property, including trademarks, service marks, copyrights, patents, trade secrets, proprietary marketing information and know how, (3) designs, formulas, patterns, processes, techniques, drawings, or sketches; (4) trade, design, production, technical and/or product data; (5) programs, devices, methods, processes, ideas, or techniques; (6) computer programs, printouts, designs, listings, files, or software (including source and object codes); (7) member identities or lists (including contacts, addresses, phone numbers, etc.), prospective member identities or lists (including contacts, addresses, phone numbers, etc.), member history or characteristics, projected needs, opportunities, and information of any kind about any member or prospective member; (8) donation information, including donation origins, contact information, historical amounts, and projections; (9) services or advice provided by BPA to its members; (10) vendor, sponsor, and/or collaborator identities, lists, pricing, and any information relating to BPA's vendors, sponsors, and/or collaborators; (11) Company pricing policies, business plans, strategies, marketing information; (12) records or documents that are internal to BPA; (13) data or information concerning BPA's operations, finances, practices, policies, contracts, strategies, plans, internal plans or practices, business plans, methods of operation, developments, techniques, improvements, or ideas; (14) information about the salary, compensation, and/or benefits provided by BPA to employees or contractors; (15) any information related to the BPA's events, curriculum, tests, competitive event materials, rubrics, training documents, instructional resources and/or scholarships; and (16) any other information about or concerning the business of BPA and considered by BPA to be confidential. Confidential Information includes, but is not limited to:

Testing and Competition Materials:

- Examination questions and answer keys
- Competitive event materials and resources
- Test protocols and administration procedures
- Scoring rubrics and evaluation criteria
- Judge notes, scorecards, and assessment tools

Educational and Training Resources:

- Training documents and instructional materials
- Curriculum guides and educational content
- Workshop materials and presentations
- Resource packets and reference materials
- Professional development content

Administrative and Operational Information:

- Policies, procedures, and internal documentation
- Communications (verbal, written, or electronic)
- Proprietary designs and presentations
- Strategic planning documents
- Organizational data and records

Participant and Stakeholder Information:

- Student, advisor, and volunteer information
- Chapter and organizational data
- Event participation records
- Performance and achievement data

PROTECTION OF MATERIALS AND FORMATS

All of the above Confidential Information shall be considered confidential, whether or not it has been reduced to writing, whether or not it may be in the possession of any third party, and regardless of the formats and platforms through which the information may be accessed, stored, or transmitted, including but not limited to:

- Hard copy and printed materials
- Photocopy and reproduced documents
- Audio or video recordings
- Microform and digital archives
- Automated systems and databases
- Electronic files stored via email, cloud services, servers, or databases
- Mobile applications and online platforms
- Social media and digital communications

Volunteer is hereby notified in accordance with the Defend Trade Secrets Act of 2016 that Volunteer will not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that: (i) is made (aa) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (bb) solely for the purpose of reporting or investigating a suspected violation of law; or (ii) is made in a complaint or other document that is filed under seal in a lawsuit or other proceeding.

VOLUNTEER OBLIGATIONS

Volunteer agrees that all Confidential Information of BPA and/or relating to any member, vendor, or employee of BPA, is to remain forever strictly confidential. Accordingly, Volunteer agrees that, except as authorized by BPA in writing, Volunteer will not ever, either during Volunteer's service for BPA or thereafter, do any of the following: (a) divulge, transmit, disclose, or otherwise communicate any Confidential Information of BPA or its members, vendors, and/or employees to any person or entity, (b) use any Confidential Information of BPA or of BPA's members, vendors, and/or employees for Volunteer's own benefit or for the benefit of any third party, or (c) copy, reproduce, make notes of, appropriate, or take any Confidential Information of BPA or of BPA's members, vendors, and/or employees.

In addition, Volunteer will, upon completion of Volunteer's service and/or at any time that BPA requests, surrender to BPA all documents containing any information that is or may arguably be considered to be Confidential Information, and, upon turning over said documents, Volunteer will not retain (either directly or

indirectly) any copies of that information in any form. The sole exception to this Agreement relates to such limited disclosure to other volunteers or employees of BPA which is absolutely necessary to their performance of services for BPA.

The obligations of non-disclosure contained in this Agreement and Volunteer's liability for breach thereof shall survive and continue after the termination of Volunteer's service for BPA.

ENFORCEMENT

Volunteer acknowledges and agrees that BPA has invested great time, effort and expense in its business, reputation, and Confidential Information, and that the information to be divulged to Volunteer is unique and extraordinary. Volunteer agrees that upon a breach of this Agreement, BPA shall be entitled to injunctive relief against such activities, without the necessity of posting bond or other security and without the necessity of proving actual damage or harm, as well as any other remedies available to BPA at law or in equity. Any specific right or remedy set forth in this Agreement, legal, equitable or otherwise, shall not be exclusive but shall be cumulative upon all other rights and remedies set forth herein, or allowed or allowable by this Agreement or by law. The failure of BPA to enforce any of the provisions of this Agreement shall not constitute a waiver or limit any of the rights of BPA.

COPYRIGHT AND INTELLECTUAL PROPERTY PROTECTION

The Volunteer acknowledges that BPA maintains copyright ownership and intellectual property rights over its tests, educational resources, competitive materials, and other proprietary content. The Volunteer agrees not to create derivative works, modify, publicly display, or commercially use any BPA materials without express written permission from BPA's authorized representatives.

REMEDIES

Volunteer agrees that the covenants set forth in this Agreement shall accrue to the benefit of BPA, irrespective of the reason for termination of Volunteer's relationship with BPA. In the event that BPA commences legal proceedings against Volunteer for violation of any of the covenants set forth in this Agreement, and if BPA prevails in such proceedings (by preliminary or permanent injunction, judgment, consent decree, mediation or settlement which limits or restrains Volunteer in any manner or requires Volunteer to make payment of any amount to BPA), then Volunteer shall also be required to pay all expenses and attorney fees incurred by BPA in connection with such proceedings.

ENTIRE AGREEMENT

This Agreement comprises the entire agreement between the parties and supersedes, cancels, and annuls any and all prior agreements or understandings on the same specific subject matters addressed in this Agreement. This Agreement may not be modified orally. This Agreement shall be interpreted and construed according to its fair meaning, and not strictly for or against either party.

SEVERABILITY

The agreements, covenants, and conditions herein contained shall be deemed severable and each agreement, covenant and condition shall be valid and enforceable even though any other agreement, covenant or condition may or may not be valid and enforceable for any reason. If any provision or covenant of this Agreement is adjudicated to be invalid or unenforceable because it is overbroad or unreasonable, that provision or subpart shall not be void but rather be limited to the extent required to make it reasonable and enforced as so limited.

GOVERNING LAW/JURISDICTION

This Agreement shall be governed by and construed and interpreted in accordance with the internal substantive laws of the State of Ohio, without giving effect to the principles of conflict of laws. The parties agree and acknowledge that: (a) This Agreement was negotiated, executed and delivered in Columbus, Ohio, (b) this Agreement is effective upon acceptance by BPA at its principal place of business in Columbus, Ohio, (c) BPA has its headquarters in Columbus, Ohio with national operations, (d) Volunteer's services to be provided hereunder could be on a worldwide or national basis, and (e) BPA and Volunteer have an interest in uniform rules and standards governing the obligations set forth in this Agreement. Any action, suit or proceeding by either party concerning this Agreement shall be brought in the courts of the State of Ohio, County of Franklin, or, if it has or can acquire appropriate subject matter jurisdiction, in the United States District Court for the Southern District of Ohio, and each of the parties hereby consents to the personal jurisdiction in such courts (and in the appropriate appellate courts) in any such action or proceeding and waives any objection to personal jurisdiction and/or venue.

ASSIGNMENT

Volunteer's rights and obligations hereunder are not assignable by Volunteer. The rights and obligations of BPA under this Agreement shall inure to the benefit of BPA, and Volunteer hereby consents to the assignment of rights under this Agreement by BPA, without releasing Volunteer from the obligations hereunder.

ACKNOWLEDGMENT AND AGREEMENT

The signature below signifies that the Volunteer has read, understands, and agrees to comply with all terms of this Agreement. The Volunteer acknowledges the importance of protecting BPA's intellectual property and the integrity of its educational and competitive programs.

Volunteer's Signature: _____ **Date:** _____

Printed Name: _____

BPA Authorized Representative: _____ **Date:** _____

Printed Name and Title: _____

AI Usage & Documentation Form

Required for Level 2 submissions.
Level 1 events may attach it as an AI-free originality affirmation (select "No" below)

Event name / number: _____ Level (circle): 1 2

Competitor / team name: _____

Chapter / State: _____

Division (circle): Middle Level Secondary Postsecondary

1. Did you use generative AI in preparing this submission?

☐ No ☐ Yes — if Yes, complete the table and checklist below.

2. AI Tools Used:

Tool & Model / Version	Date Used	How It Was Used

3. Purpose (check all that apply)

☐ Brainstorming / ideation ☐ Outlining / structure ☐ Drafting text ☐ Editing / proofreading

☐ Code assistance ☐ Image / asset generation ☐ Data analysis ☐ Other: _____

4. Affirmation

> *I affirm that this submission is substantially my own work, that I have disclosed and cited all generative AI use above, and that I have independently verified any AI-generated facts or sources. I understand that prohibited, undisclosed, or uncited AI use may result in penalty or disqualification under the BPA Academic Integrity Policy.*

Signature: _____ **Date:** _____

Team events: each member signs a copy of this form.

XI. CEAC Application Form

Classroom Educators Advisory Council (CEAC)
Application Form Template

This form shall be completed by all new CEAC applicants interested in serving as their state association CEAC representative(s). The purpose of this application process is to ensure that appointed CEAC representatives:

- meet eligibility requirements;
- understand the responsibilities associated with CEAC service;
- are able to actively participate in meetings and assigned work; and
- support the timely development and administration of Workplace Skills Assessment Program (WSAP) competitive events.

Completed forms shall be submitted to the State Association and applications selected shall be shared with the National Center.

SECTION I — APPLICANT INFORMATION

Name: _____ Home State Association: _____

Division Represented: ☐ Middle Level ☐ Secondary ☐ Postsecondary

Current Position/Title: _____

School/Organization:_____

School/Organization Address: _____

_____

Email Address: _____ Cell Phone Number: _____

Years as BPA Advisor: _____ Retired Educator Within Three Years of Retirement? ☐ Yes ☐ No

SECTION II — WORK EXPERIENCE

List your most recent professional work experience, beginning with current position. Include teaching, advising, industry, and other relevant roles. Attach additional pages if needed.

Position 1 (Current)

Position/Title: _____ Employer: _____

Dates (Month/Year – Month/Year): _____

Subjects/Programs Taught or Areas of Responsibility: _____

Key Responsibilities/Accomplishments: _____

Position 2

Position/Title: _____ Employer: _____

Dates (Month/Year – Month/Year): _____

Subjects/Programs Taught or Areas of Responsibility: _____

Key Responsibilities/Accomplishments: _____

Position 3

Position/Title: _____ Employer: _____

Dates (Month/Year – Month/Year): _____

Subjects/Programs Taught or Areas of Responsibility: _____

Key Responsibilities/Accomplishments: _____

Total years of professional experience in education and/or industry: _____ Total years as a BPA advisor: _____

SECTION III — ELIGIBILITY VERIFICATION
Please verify the following:

- ☐ I am a current BPA member.
- ☐ I am a full-time or part-time educator with at least three (3) years of experience as a BPA advisor, or a retired educator within three (3) years of retirement.
- ☐ I understand that CEAC representatives may not simultaneously serve on SAAC.
- ☐ I understand that CEAC service is an active working role requiring participation throughout the year.
- ☐ I have attached a current resume or curriculum vitae documenting my professional experience, certifications, and BPA service.
- ☐ I have attached a letter of recommendation from a member of my school or district administration acknowledging support of the time and travel required for CEAC service. If the applicant is retired, then the letter of recommendation shall be written by their respective state advisor.

SECTION IV — CEAC RESPONSIBILITIES AND EXPECTATIONS
CEAC members are expected to:

- Attend official CEAC meetings, including the CEAC Summer Meeting and National Leadership Conference meetings unless prevented by extenuating circumstances.
- Participate in assigned Workplace Skills Assessment Program (WSAP) activities, including authoring, auditing, reviewing, and updating competitive events.
- Meet timelines established by the Director of Education and Professional Learning.
- Maintain professional communication and responsiveness throughout the year.
- Support BPA competitive events and conference operations as requested.
- Collaborate professionally with CEAC members, National Center staff, judges, and volunteers.
- Operate in a manner that supports the mission and professional standards of Business Professionals of America.

Initial each statement below:

____ I understand that failure to complete assigned responsibilities or meet established deadlines may result in reassignment of work.
____ I understand that repeated nonparticipation or failure to fulfill responsibilities may result in corrective action.
____ I understand that CEAC members may be removed from active status for nonparticipation, repeated missed deadlines, or failure to fulfill assigned responsibilities.
____ I understand that removal from active status may result in restriction from CEAC meetings, voting privileges, Summer Meeting responsibilities, WSAP assignments, and other official CEAC activities until replacement by the State Advisor.
____ I understand that continued CEAC participation is contingent upon active engagement and satisfactory completion of assigned responsibilities.

SECTION V — CAREER CLUSTER AREAS OF EXPERIENCE AND EXPERTISE
Please indicate all Career Clusters in which you have classroom teaching, advising, or industry experience. The Career Clusters below are drawn from the modernized National Career Clusters® Framework stewarded by Advance CTE (careertech.org/career-clusters). Check all that apply.

- ☐ **Arts, Entertainment, & Design** — Visual and performing arts, media production, communications, and design disciplines that create cultural and commercial works.
- ☐ **Digital Technology** — Information technology, software development, cybersecurity, networking, data, and emerging computing fields that power modern industries.
- ☐ **Financial Services** — Banking, accounting, investment, insurance, and financial planning that support individuals, businesses, and the broader economy.
- ☐ **Healthcare & Human Services** — Medical care, behavioral and mental health, social services, and community support roles that promote individual and public well-being.
- ☐ **Hospitality, Events, & Tourism** — Lodging, food service, travel, recreation, and event planning industries that deliver experiences to guests and communities.
- ☐ **Management & Entrepreneurship** — Business administration, operations, human resources, leadership, and the launching and growing of enterprises across industries.
- ☐ **Marketing & Sales** — Market research, advertising, branding, communications, e-commerce, and sales careers that connect products and services to customers.

Additional BPA Service Areas of Interest:

- ☐ Career Ready Skills
- ☐ Middle Level Programming
- ☐ Other:

_____

SECTION VI — REQUIRED SUPPORTING DOCUMENTS

The following documents must be submitted with this application. Applications will not be considered complete without both items.

- ☐ Current Resume or Curriculum Vitae — Documenting professional experience, education, certifications, BPA service history, and any leadership or industry credentials relevant to CEAC service.
- ☐ Letter of Recommendation from School Administration — A signed letter from a building principal, district administrator, dean, or comparable supervisor explicitly acknowledging awareness of and support for the time commitment and travel required for CEAC service, including the CEAC Summer Meeting, the National Leadership Conference, and year-round WSAP assignments.

Letter of Recommendation Author

Name: _____Title: _____

School/District: _____ Email/Phone: _____

SECTION VII — APPLICANT ACKNOWLEDGEMENT

I certify the information provided is accurate to the best of my knowledge. I understand the responsibilities, expectations, and accountability associated with CEAC service and agree to actively participate if appointed.

Applicant Signature: _____ Date: _____

SECTION VIII — STATE ADVISOR CERTIFICATION

As State Advisor (or authorized state representative), I certify that:

- the applicant meets CEAC eligibility requirements;
- the applicant has been selected in accordance with state procedures;
- the applicant understands the responsibilities associated with CEAC service;
- the applicant has submitted a current resume and a Letter of Recommendation from school administration acknowledging support of CEAC time and travel commitments; and
- the State Association supports this appointment.

State Advisor Signature: _____ Date: _____

SECTION IX — NATIONAL CENTER RECORD

Date Received: _____ Reviewed By: _____ ☐ Approved ☐ Additional Information Requested

Supporting Documents Received: ☐ Resume / CV ☐ Letter of Recommendation from School Administration

Notes:_____

_____

_____

XII. CEAC Concern, Issue, and Violation Reporting Form

Classroom Educators Advisory Council (CEAC)
Concern, Issue, and Violation Reporting Form

Purpose. This form documents concerns, issues, or potential violations of CEAC participation and performance expectations as established in BPA's CEAC Participation and Accountability Standards. It supports the corrective process administered by the Director of Education and Professional Learning and provides a written record for the State Advisor, the CEAC member, and the National Center.

Confidentiality. Reports are maintained as confidential internal records of the National Center and shared only with parties involved in the corrective process (CEAC member, State Advisor/SAAC representative, Director of Education and Professional Learning, and Executive Director/CEO).

SECTION 1 — REPORT METADATA	
Report Date	

SECTION 2 — CEAC MEMBER OF CONCERN	
CEAC Member Name	
Home State Association	
School / Organization	
CEAC Role / Assignment(s)	
Email Address	
State Advisor / SAAC Rep.	

SECTION 3 — REPORTER INFORMATION	
Reporter Name	
Title / Role	
Email / Phone	
Reporter Capacity	☐ Director of Education and Professional Learning ☐ National Center Staff ☐ State Advisor / SAAC Representative ☐ CEAC Member or CEAC Assessment Area Chair ☐ Executive Director / CEO ☐ Other: _____

SECTION 4 — NATURE OF CONCERN

Check all that apply. Categories align with the CEAC Participation and Accountability Standards.

Attendance

- ☐ Missed CEAC Summer Meeting (in whole or in part)
- ☐ Missed scheduled CEAC virtual or in-person meeting
- ☐ Missed two (2) or more consecutive official meetings without prior notification
- ☐ Missed NLC duties or arrived/departed outside assigned CEAC commitments

Deadlines and Work Product

- ☐ Missed WSAP authoring, audit, or review deadline
- ☐ Nonresponsive to communication regarding assigned work
- ☐ Failed to deliver materials required for an upcoming conference or event

Conduct and Professional Standards

- ☐ Unprofessional communication with CEAC members, staff, judges, or volunteers
- ☐ Conduct inconsistent with BPA mission or professional standards
- ☐ Confidentiality breach involving WSAP materials or sensitive information
- ☐ Conflict of interest not disclosed

Alternate Representation and Eligibility

- ☐ Consistent use of alternates in place of the appointed representative
- ☐ Designated alternate did not meet CEAC eligibility requirements
- ☐ Change in employment, retirement, or BPA membership status affecting eligibility

Other

- ☐ Other concern not listed above (describe in Section 5): _____

SECTION 5 — DESCRIPTION AND SUPPORTING EVIDENCE

Describe the concern factually and chronologically. Include specific dates, deadlines, communications, meeting names, and event titles where possible. Attach copies of supporting email or messages as needed..

Summary of Concern (what happened, in chronological order)

Specific Dates, Deadlines, or Meetings Involved

Prior Communications with the CEAC Member on This Issue (dates and channels)

Impact on WSAP Program, Conference Operations, or Other CEAC Members

Supporting Attachments (check all that apply):

☐ Email correspondence ☐ Meeting attendance records ☐ Work product samples ☐ Screenshots / messages

☐ Witness statements ☐ Other: _____

SECTION 6 — CORRECTIVE PROCESS PHASE

Indicate the phase of the corrective process this report initiates or documents. Per BPA policy, escalation generally follows the sequence below.

- ☐ **Phase 1 — Informal Reminder.** Email reminder from the Director of Education and Professional Learning outlining missed responsibilities or expectations.
- ☐ **Phase 2 — State Notification**. Formal email notification to the CEAC member and the State Advisor / SAAC representative documenting continued concerns and requesting corrective action.
- ☐ **Phase 3 — Administrative Conference**. Virtual meeting with the CEAC member, the State Advisor / SAAC representative, the Director of Education and Professional Learning, and the Executive Director / CEO to review responsibilities, deficiencies, and next steps.
- ☐ **Removal from Active Status**. Following the corrective process, removal recommended by the Director of Education and Professional Learning with concurrence of the Executive Director / CEO, with notification to the State Advisor for appointment of a replacement representative.

Prior Phases Already Completed (if any):

Phase and Date of Prior Action(s) on This Member

SECTION 7— ACTIONS TAKEN AND OUTCOMES

Date	Action Taken By	Action / Communication	Outcome / Next Step

SECTION 8— WSAP WORK REASSIGNMENT (IF APPLICABLE)

Complete this section only if WSAP authoring, audit, review, or other work has been reassigned. Reassignment does not remove the CEAC member from their position but ensures program development timelines are maintained.

Event / Assignment Reassigned	
Original Deadline	
Reassigned To	
New Deadline	
Reassignment Date	
Authorized By	

SECTION 9— RESOLUTION AND FOLLOW-UP

Resolution Status:

☐ Resolved — no further action required
☐ Monitoring — continued observation through end of membership year
☐ Escalation — moving to the next phase of the corrective process
☐ Member removed from active status — replacement requested from State Advisor
☐ Other: _____

Resolution Narrative and Date

Follow-Up Review Date (and reviewer)

SECTION 10— ACKNOWLEDGEMENTS

Signatures below acknowledge receipt of this report. Acknowledgement does not constitute agreement with the contents of the report.

CEAC Member	Signature	**Date**	

State Advisor / SAAC Rep.	Signature	**Date**	

Director of Ed. & Prof. Learning	Signature	**Date**	

Executive Director / CEO	Signature	**Date**	

SECTION 11— DISTRIBUTION AND FILING

Completed report distributed to (check all that apply, with dates):

	Recipient	Date Sent	Method
☐	**Director of Education & Professional Learning**		
☐	**Executive Director / CEO**		
☐	**National Center CEAC File**		
☐	**Other: _____**		