

**OKLAHOMA BPA**

**PRESIDENT’S HANDBOOK**

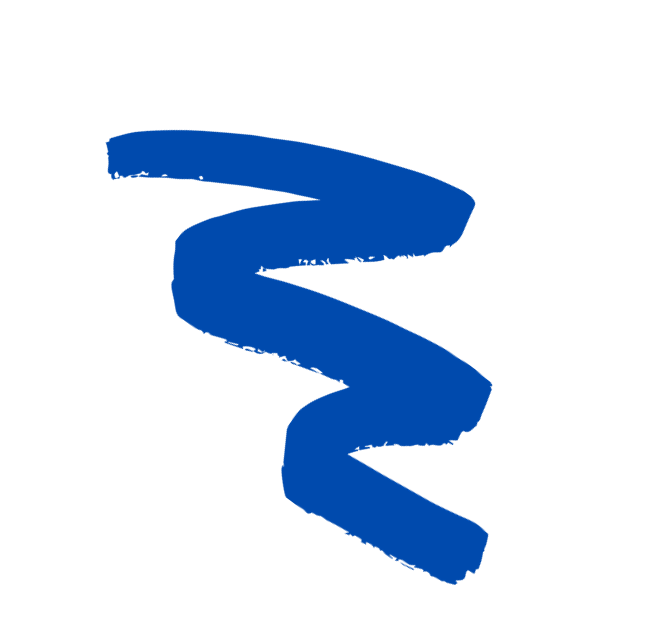


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# SECTION ONE: GENERAL INFORMATION

## Chapter Officer’s Conduct

1. As a chapter officer, you represent the BPA organization.
2. Learn to work well with your fellow officers – they are your team for a whole year.
3. Wherever you may go, people will be watching you. What you do and how you do it must leave a favorable impression. Be mindful at all times that your conduct must never be questioned.
4. When appearing as a chapter officer before any group, regardless of its size, your professional appearance is important. Your hair should always be neat and well-groomed. Your shoes should be shined. Women should wear a matching outfit, dress shoes, and hose; the men should wear matching trousers and dark socks.
5. The words “please” and “thank you” are to be used often. It will make a difference.
6. Be careful what you say and how you say it.
7. Make the most effective use of your time and money. It is most important that you do your very best at all times.
8. If you have an appointment, plan to arrive before the appointed time.
9. Make a special effort to remember the names of people you meet. It might be helpful to keep a written record of these individuals for future reference, particularly if you

want to send them a “thank you” note. Always be sure you have their name spelled correctly.

1. Be prompt in handling your correspondence. As a chapter officer, you are obligated to give a copy of all correspondence to your chapter advisor. The chapter Secretary should set up a correspondence file for each officer at your school or institution.
2. Make it a point to know as much as you can about all the areas and activities of CareerTech education within your school.
3. If you have the opportunity to visit another chapter, find out as much as possible about the group before your visit, and always recognize the outstanding activities conducted by the group.
4. If you make a speech during your term of office, here are some suggestions:
   1. Be sure to bring greetings from the rest of your chapter’s officers.
   2. Express appreciation for being invited to participate in the activity.
   3. Let the audience know you are aware of some of the outstanding activities the group is doing.
   4. Be sure to express appreciation for the efforts of the VIPs in promoting and assisting the group in its activities.
   5. Do not talk too long. A five- to eight-minute speech that is well planned and presented effectively will serve the purpose. Remember that banquet programs in particular have a tendency to last too long.
   6. If you use jokes or stories in connection with your presentation, make certain that they offend no one.

## Demonstrating Leadership

1. Be sure you know what you are talking about. You should make every effort to refrain from discussing topics that may be controversial.
2. Stay out of arguments.
3. In making any kind of presentation before a group, never start a sentence with “I think.” Focus on the purpose of your presentation and the interests of your audience.
4. It always pays to be a good listener; but at the same time, be a good conversationalist. It has been said that the secret of success lies in the ability to see things from the other person’s viewpoint as well as your own.
5. It is imperative that you avoid a statement which can be interpreted as an endorsement, or implied endorsement, by BPA of any activity unless that activity has been officially approved by your chapter membership and Chapter Advisor.
6. Refer to fellow BPA members as “BPA members.” If possible, it is always desirable to call fellow students by their first names.
7. When speaking with or about important or older people, they should be referred to as “Mr.,” “Mrs.,” or “Miss.”
8. When you are talking with other officers in public places, never be critical of anyone and avoid all “griping.”
9. It is always appropriate to find something good to say or talk about when discussing items or activities referring to BPA. Avoid making negative comments. In addition, you should avoid the remark, “My chapter does it this way.”
10. Make it a point to act interested, be friendly, smile. The words “Sir,” “Ma’am,” “Please,” “Thank You,” and “Pardon Me” are never out of place.

## Aids for Leadership

1. Think clearly. Act in good taste.
2. Get the facts and analyze them before you draw conclusions.
3. Develop the habits of cleanliness and orderliness.
4. Establish reasonable goals.
5. Take advice, but do your own thinking.
6. Listen to other people’s ideas – take them into consideration.
7. Always keep an open mind.
8. Encourage others as you go along.
9. Never say “It can’t be done” or “I can’t do that.” Find ways to accomplish appropriate goals.
10. Make friends and keep the friendship in good repair.
11. Display empathy by being sensitive to the feelings, values, interests, and well-being of others.
12. Show fair treatment to all people – regardless of age, size, race, nationality, religion, personality, or level of knowledge.
13. Be proud of what you do--take pride in being a chapter officer.

## Three Points of Focus

**Inner Focus:** Inner Focus is the basic ability to monitor our own thoughts, feelings, and impulses. One way to improve Inner Focus is to practice mindfulness. Mindfulness allows you to be more aware of not only your own faults and abilities, but to also be aware of what is being a negative influence on your attitude and overall bringing you down. This deeper understanding of your personal mental health leads to more effective listening, and communication with your members, which is essential to being a good chapter President!​ Without being in control of our impulses we are bound to create more difficulties for ourselves in situations that don’t need our assistance in making them difficult. Inner Focus is often the most overlooked leadership focus because we as humans have a tendency to look past and excuse our own weaknesses while playing up the failures and weaknesses of others.

**Outer Focus:** The second of the three types of focus is Outer Focus; the ability to understand larger forces around us. Those with Outer Focus understand that you cannot operate in a bubble and that we are always a part of something much larger than ourselves. Lacking an understanding of the organization you’re a part, of or the forces affecting your members, can be debilitating to your effectiveness at addressing the issues that are plaguing your mental health. Being unable to address the larger issues affecting you and others around you can be very limiting to the amount of success you will see in your chapter.  ​

**Other Focus:** The third and final focus of the three is Other Focus; the ability to empathize and be connected to other people. It requires a strong sense of empathy and compassion, and a desire to understand the perspectives and situations of those around us; practicing these traits will greatly increase your effectiveness in interacting with others in all aspects of life, not just in BPA or other leadership roles. Other Focus shifts our focus from ourselves to other people and it is essential to creating a positive atmosphere within your local chapter. The attitude or mood you bring to a situation, as a leader of your chapter, has a monumental effect on your chapter's outlook on the year and the enthusiasm with which each of your members will participate and play active roles in your organization.

# SECTION TWO: CONDUCTING A CHAPTER MEETING

In order to surround the formal, planned business and professional meeting with the dignity to which it is entitled, a few suggestions are given here which should assist in developing and improving the procedures currently used.

## Suggested Meeting Procedure

Every chapter should have an established order of business and follow it at all regular meetings. Members then know what to expect and can participate more effectively. The following order is suggested for regular meetings but is, of course, subject to modification to better fit the needs of any particular chapter.

### SAMPLE AGENDA Local High School BPA Chapter October 1, 2020

1. Call to Order: President (rap gavel once)
2. Invocation (optional): Chapter officer
3. Pledge to the Flag: Chapter officer
4. BPA Creed: Chapter officer
5. Roll Call: Secretary
6. Approval of Minutes: President/Secretary
7. Officers’ Reports
   1. President
   2. Vice President
   3. Treasurer
   4. Secretary
   5. Others
8. Committee Reports
9. Finance
10. Promotions
11. Social
12. Special committees
13. Unfinished Business
14. New Business
15. Program (optional)
16. Announcements
17. Adjournment (rap gavel once)
18. Recreation, Entertainment, Refreshments Procedure in a Typical Meeting

### Sample Opening Ceremony

#### Suggested Equipment and Supplies

American Flag, Table, Chairs, Gavel, Robert’s Rules of Order, Agendas, Paper/Laptop for Secretary’s Notes

#### Suggested Procedure

Officers should be seated at the head table or should stand to one side of the lectern. The opening ceremony sets the stage for a chapter meeting. The ceremony, done in a proper and professional manner, will demonstrate to the members a well-planned and organized meeting. This will make meetings more orderly and effective.

**The Opening Ceremony**

**President**

*(Stands and raps the gavel once for attention.)* The meeting will come to order. We are now holding a meeting of Business Professionals of America. Mr. /Madam Vice President, what are the major purposes of our professional organization?

**Vice President**

We recognize the importance of and understand the contributions that have been made to our country by business professionals. We are preparing to take our place in these challenging positions. We work together in Business Professionals of America to develop essential competencies in leadership, scholarship, character, and citizenship so that we may share in the improvement of our economy and the advancement of our nation.

**President**

May we accomplish these objectives? Mr. /Madam Vice President, will you please present the other officers?

**Vice President**

With pleasure, I introduce:

(Introduce in order the President, Historian, Secretary, Treasurer, Parliamentarian, and Vice Presidents. Pronounce the name of each individual and the office held. As each officer is introduced, he or she should stand and remain standing until seated by the President.)

Mr. /Madam President, the officers are at their stations.

**President**

Will the members and friends please rise and join me in reciting the Pledge of Allegiance to the Flag? (*Raps the gavel three times to call the members and guests to stand*. The audience should rise on the third rap of the gavel. All members face the flag with their hands over their hearts to repeat the Pledge of Allegiance to the Flag.)

**Everyone**

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

**President**

Fellow members and guests, join me in stating why we are here.

**Everyone**

We are met in a spirit of friendship and goodwill as we prepare for careers in a world-class workforce.  We work together to develop professionalism and leadership through Business Professionals of America and pledge our loyalty to our nation.

**President**

Please be seated.

### Sample Closing Ceremony

The closing ceremony, when properly presented, will bring a dignified closing to a session or meeting. It is an indication to the members or guests present that all business has been transacted.

**Equipment and Supplies**

Gavel

**The Ceremony**

**President**

Mr. /Madam Secretary, do you know of any further business which should be transacted at this time?

**Secretary**

*(Rises, replies, and sits down.)* I have none, Mr. /Madam President.

**President**

We are about to adjourn this meeting of the Business Professionals of America. As we associate together, let us be supportive of each other as we strive to attain the goals of this organization. *(Pause)* If there is no further business and no objection, the meeting will be adjourned. *(Pause)* I now declare this meeting adjourned. *(Rap gavel once.)*

### Parliamentary Procedure General Rules

A question must be first stated by the chair before it is open for debate.

The maker or mover of a motion cannot amend it or withdraw it after it has been stated by the chair, except by unanimous consent.

A motion to adjourn, to take from the table, or to lay on the table cannot be renewed unless some business has intervened.

A question can be reconsidered only once.

A quorum consists of a majority of the members unless otherwise provided for in the bylaws.

Without unanimous consent, no member can speak more than once on a subject, except to make an explanation.

The chair may require important motions and amendments to be made in writing.

When a motion to adjourn has been made, an appeal or question of order should be entertained by the chair. If the motion to adjourn is lost, they would then be in order.

A motion to reconsider a vote on a debatable question opens debate on the original motion. A motion to reconsider, however, is undebatable if the question to be considered is undebatable.

A meeting often finds itself with dead time on its hands, occasioned, perhaps, by waiting for some committee to report, or, in the case of elections, for the ballots to be counted. In such a case, a member can make the following motion: “Move that we adjourn to meet at the call of the chair.” Or the same objective can be gained by voting to take a recess for a certain length of time.

The chair should refuse to entertain a motion to adjourn when, in the judgment of the chair, the privilege is being abused and is being used simply to obstruct business, or when the assembly has already refused to sustain a motion to adjourn and has since shown no wish to do so.

The rules must not be suspended except for a definite purpose and by a two-thirds vote. The proper form of a motion to suspend the rules is: “Move to suspend the rules which interfere with--” then stating or specifying the object of the suspension.

A motion to amend the minutes can be laid on the table without carrying the minutes.

If a member wishes to postpone action on some question or subject in a way that it may be taken up later, either at the same or some future meeting, he should make a motion as follows: “I move to lay the question on the table.” This removes the question from consideration until the assembly votes to take it from the table. This motion is not debatable, cannot be amended, or have any other subsidiary motion.

If it be moved that an amendment be laid on the table and the motion prevails, it carries with it the subject of the question it proposes to amend. Exceptions to this are: When an appeal is laid on the table, it sustains the decision of the chair, at least for that session, and does not carry the original question on the table. And when a motion to reconsider a question is laid on the table, it leaves the original question to the table. And when a motion to reconsider a question is laid on the table, it leaves the original question just where it is.

The chairman cannot close debate as long as any member desires to speak. If a member claims the floor after the chair has risen to put the question, or even after the affirmative vote has been taken, he has a right (provided the negative has not been put) to the floor for debate or to make a motion.

# SECTION THREE: SPECIFICS TO OFFICE HELD

## Duties and Responsibilities

* 1. Consult with your Advisor to determine a course of action.
  2. Preside over and conduct meetings in accordance with accepted parliamentary procedure.
  3. Conduct oneself at all times in a manner that reflects credit upon the organization.
  4. Promote energetic activity on the part of organization members through the display of one’s enthusiasm.
  5. Be discrete and honest when dealing with organizational information.
  6. Assist in the development of an officer team program of work.
  7. Represent the chapter at special school events and outside organizations.
  8. Coordinate chapter activities by keeping in close touch with other officers, the membership, and the advisor.
  9. Keep chapter work moving satisfactorily by following up on the progress of all activities.
  10. Call special meetings.
  11. Appoint committees and serve as an ex-officio member on them.
  12. Call other officers to chair as necessary and desirable.

## Tools Needed

As President, you should have access to:

1. Gavel
2. Booklet on Conducting Ceremonies
3. Robert's Rules of Order, Revised

## During Meetings

Characteristics of good leadership are indicated when:

1. Meetings begin on time and proceed in the pattern established by the order of business.
2. The presiding officer shows a complete understanding of the matters under discussion and the possible effect of any recommendations on the organization.
3. The president fully understands his or her function as a presiding officer and never interjects personal opinions or in any way dominates the situation.
4. Meetings are conducted by good parliamentary procedure and ample, but not excessive, time is allowed for discussion. A good president can bring the issue to a satisfactory conclusion when the discussion is being monopolized by certain individuals or when discussion is dragging because of insufficient response.

In presiding over meetings, the president should keep the following points in mind:

1. Always have an agenda for a meeting.
2. Read the agenda and state the purpose of the meeting at the beginning.
3. Keep the meeting moving.
4. Speak clearly and audibly.
5. Prevent the meeting from breaking up into a series of private conversations.
6. Speak to the entire group, not just one individual.
7. Summarize what has been said and get a decision on a topic.
8. When discussion indicates the members are not coming to an agreement, refer the item to a committee.
9. Maintain control of the meeting without cutting off discussion.
10. Serve as an umpire, not a contestant; don’t argue with a speaker.
11. Turn the meeting over to someone else if you have a point to make.
12. Be aware of the physical comfort of all attending–temperature, drafts, lights, and thirst.
13. Before adjourning the meeting, make sure that nothing has been omitted.
14. Be sure a quorum is present before beginning the business portion of the meeting.
15. Always keep the meeting under control. Limit the debate on the part of any one individual in the interest of keeping the meeting on the subject. Use the gavel of authority when necessary.
16. Conduct your meeting according to parliamentary law.
17. Refer to yourself as “the chair.”
18. Be impartial at all times.
19. If an officer wants to suspend the regular order of business, it must be done by formal motion and be carried by a 2/3 vote. This helps to keep the officers “on the ball.”
20. Recognize any member who wishes to speak.
21. Do not permit discussion until a motion is made, seconded, and stated by the chair.
22. State motion clearly and, before taking a vote, be sure that all understand the question on which they are voting.
23. Announce the vote and the result of the vote.
24. Vote when the vote is by ballot. When other methods of voting are used, it is better to refrain from voting and thus remain impartial.
25. Permit the Vice President, or maker of the motion, to put a question to vote if the question concerns the President alone.
26. Close the meeting on time, but not too abruptly.

## After and Between Meetings

Very often the President’s most important work is done between meetings. Immediately after each meeting:

1. Review with the Secretary the minutes of the meeting to correct possible errors.
2. Discover items that should go on future agendas.
3. Discover what committee tasks should be assigned before the next meeting.
4. Discover matters needing the attention of the President or the Executive Committee.
5. Talk over matters with your BPA Advisor.
6. Consult all other Council members about the items of business they would like to present.
7. Make a tentative agenda sheet before every meeting and send it to your advisor for approval.
8. Check with the Secretary regarding thank-you letters or other needed correspondence.
9. Check with the Reporter regarding reports and announcements if that is necessary.
10. Do all research early to be presented at the next meeting.
11. Contact necessary special guests and speakers as early as possible to ensure their attendance at meetings or events.

## Smart Delegation Steps and Tips

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## Five Tips For a Great Fundraiser

### Lead with Your Mission

Make your message heard. What are you fundraising for and how will the money be used? Why is this mission important to you? When communicating with your attendees be clear, concise, and to the point. For example: Our goal of $1,000 will provide new uniforms and equipment for 50 children, giving them the confidence to focus on the game at hand.

### Know Your Numbers

Set a reasonable goal and determine how many tickets you will need to sell to achieve it. For example: To raise $500, we will need 30 people to attend. We have 5 committee members; therefore, each member is responsible for selling 6 tickets.

### Make it Personal

A mass email or Facebook invite may work, but reaching out to your guests individually will increase the likelihood of their attendance. Be sure to greet and thank all of your guests personally on the night of the event. Handwritten thank-you notes will likely increase future attendance.

### Make it Memorable

Make the night special for all guests, consider what may emotionally connect them to the cause! Have someone who is personally benefitting from the mission speak at the event and share their story.

### Grow Your Funds

Consider hosting an auction or other such activities to help you reach your goal. Fundraisers that add additional components to their events typically raise 20-30% more for their cause.

## Program of Work Hints

Planning a program of activities is a vital step in the successful operation of a BPA chapter. Written in outline form, the program of work should include activities that are related to the goals of the organization. It should represent the combined thinking of a majority of the members and should be clearly stated and understood by the members. In general, you will find that chapter activities and projects may be classified into five broad areas: professional, financial, civic, service, and social. More areas may be added to fit your chapter needs.

Brainstorm a list of possible activities for each objective area. Decide on two or three activities that will definitely be included.

Select a program of work committee with subcommittees for each objective area. It should be the duty of this committee to study the suggestions already offered and set up a tentative program of work, including the goals, objectives, activities, timeline, responsibility, cost, and evaluation procedures.

Have the committees report back to the chapter. Put the total program of work in writing.

Secure the members' acceptance of the program by adopting the program in a regularly scheduled meeting.

Present the program of work to the proper school authorities and make any changes that may be necessary to secure approval.

Appoint permanent committees to be responsible for each major activity, assign duties to the members, and get to work

### 2020 - 2021 Program of Work Example BPA Chapter

1. **Professional Goals**
   1. Meetings
      1. Hold installation meeting on October 4, 2011
      2. Hold chapter meetings on the second Tuesday of each month
      3. Have 3 special speaking guests each attend a chapter meeting
   2. Field Trips
      1. Take a field trip to tour the News 9 studio in November
      2. Take a field trip to visit the local attorney’s office in January.
   3. Leadership
      1. Every chapter officer is to attend Fall Leadership Conference on October 18, 2011.
      2. Prepare at least 50% of the chapter to compete at State Leadership Conference.
      3. Attend BPA Day at the Capitol, March 27, 2012
      4. Send delegates to National Leadership Conference, April 25 – 28, 2012
2. **Financial Goals**
   1. Fundraiser
      1. iPod Touch Raffle, 1st raffle starting September 4, 2011 and ending at the senior night football game on October 23, 2011. 2nd raffle starting November 19, 2011 and ending at the senior night basketball game on February 12, 2012.
      2. Ozarka Lollipops, starting October 1, 2011 and ending December 19, 2011.
   2. Budget
      1. Establish local dues to help offset the cost of miscellaneous items for meetings, conferences, etc.
3. **Community Service Projects**
   1. Participate in the statewide community service project, the Chain of Love. The chapter goal is to raise $200. Amount pledged due by October 10, 2011.
   2. Participate in the Senior Citizen Betterment Program. The chapter goal is to help at least 10 couples with their yards.
4. **Social Activities**
   1. Chapter Christmas Party – December 7, 2011
   2. Breakfast of Champions – March 28, 2012 (to celebrate award winners at SLC)
5. **Membership Recruitment**
   1. Hold an ice cream social on September 16, 2011, before the homecoming football game to promote BPA and recruit members
6. **Promotional Goals**
   1. The reporter is to send the local and/or school newsletter an article at least once a month.
   2. The reporter is to submit an article for the state newsletter
   3. Participate in National BPA Week – second week in February
      1. Proclamation Issued
      2. Newspaper article and *Wire* article released
      3. Video highlighting chapter activities shown on school news/channel
      4. Posters displayed in the hallway
      5. Goody bags for teachers in the teacher lounge

# SECTION FOUR: Oklahoma BPA Bylaws

## Article I – Name

Section 1. The official name of this organization shall be Oklahoma Business Professionals of America, and shall be referred to as Business Professionals of America, Oklahoma

Association. The letters “BPA” may be used when referring to the State organization, its local chapters, or to individual members of the local chapters.

## Article II – Purpose

Section 1. To provide opportunities for chapter members in leadership and development.

Section 2. To unite in a common professional bond without regard to race, color, religion, national origin or ancestry, age, sex, marital status, creed, sexual orientation, or disability of students interested in business careers as their objective.

Section 3. To develop leadership abilities through participation in career and technology education, civic, recreational, and social activities.

Section 4. To assist students in establishing realistic career objectives. Section 5. To create enthusiasm for learning.

Section 6. To promote high standards in ethics, workmanship, and scholarship.

Section 7. To develop the ability of students to plan together, organize, and carry out worthy activities and projects utilizing the democratic process.

Section 8. To foster an understanding of the functions of labor, entrepreneurial, and management organizations in the American free enterprise system.

Section 9. To develop competent, assertive business leaders.

Section 10. To develop and strengthen members’ confidence in themselves and their work.

Section 11. To provide satisfactory social and recreational activities.

Section 12. To foster practical application of business and information technology education skills through competition.

## Article III – Organization

Section 1. Business Professionals of America, Oklahoma Association is an organization of local chapters, each operating in accordance with a charter granted by Business Professionals of America, Inc.

Section 2. Business Professionals of America, Oklahoma Association shall have a State Executive Council that will make recommendations to the membership and perform such other duties as designated in the bylaws.

Section 3. The administration of this organization shall be vested in the State Executive Council of Business Professionals of America, Oklahoma Association, sponsored and housed at the Oklahoma Department of Career and Technology Education.

## Article IV – Membership

Section 1. Membership in Business Professionals of America, Oklahoma Association shall consist of mid-level and secondary members of chartered local chapters, and post-secondary members enrolled in a certificate, associate, baccalaureate, or post-baccalaureate degree in a business technology-related program of study accredited by the appropriate State agency, with a career objective of teaching business or employment in a business technology occupation.

Section 2. Business Professionals of America, Oklahoma Association shall be open to all students regardless of race, color, religion, national origin or ancestry, age, sex, marital status, creed, sexual orientation, or disability.

Section 3. Business Professionals of America, Oklahoma Association membership shall consist of three categories:

1. **Active** members shall be middle-level (5th to 8th grade), secondary (9th to 12th grade) and post-secondary students who are interested in business and/or business-related careers. Active members shall pay local, state, and national dues as established by Business Professionals of America and will be eligible to serve on a local, state and/or national level leadership team; participate in national award programs; serve as a voting delegate; and otherwise represent at the local, regional, and state levels in Business Professionals of America activities.
2. **Professional** members may be persons or businesses associated with, or participating in, the professional development of Business Professionals of America. Such members may include local and state chapter advisors, business teachers, teacher educators, supervisors, employers and/or supervisors of cooperative education students, advisory committee members, businesspersons, and other persons contributing to Business Professionals of America growth and development. Professional members shall pay dues as established by the State Executive Council but shall be ineligible to participate in competitive events, serve as voting delegates, or hold office.
3. **Honorary** life members may be individuals approved by the State Advisor and/or State Executive Council. Honorary life members shall not be required to pay dues and shall be ineligible to participate in competitive events, serve as voting delegates, or hold office.

Section 4. By paying dues and becoming a member of Business Professionals of America, Oklahoma Association, each student agrees to abide by the organization’s bylaws, rules and regulations, dress codes, and competitive event guidelines.

## Article V – Leadership

Section 1. **Executive Council:** The elected State Officers shall, along with the State Advisor and State Program Administrator, serve as the Executive Council of Business Professionals of America, Oklahoma Association.

1. Meetings of the State Executive Council shall be at the call of the State Advisor.
2. A Quorum shall be constituted by a majority of the members of the Executive Council for the transaction of business.
3. Duties of the State Executive Council shall be designated in the bylaws.

Section 2. **State Officers:** The elected state officers of Business Professionals of America, Oklahoma Association shall be assigned to the following positions: *President, Vice- President (2), Secretary, Reporter,* and *Chaplain,* along with a *Parliamentarian* and *Mid- Level Representative* to be appointed by the Oklahoma State Advisor.

1. Election of State Officers shall proceed as follows:
   1. The six (6) secondary/post-secondary students receiving the most majority votes at the annual State Leadership Conference shall be elected to the State Executive Council.
   2. Only three students may apply and be elected from the same school.
   3. No state officer shall hold a national office at the same time he/she is a state officer.
2. **Term of Office**: State officers shall be elected for a one (1) year term. Beginning at the State Leadership Conference at which they were elected or appointed, new officers will serve as officers-elect. Following the National Leadership Conference during the year they were elected or appointed, their status will move from officer- elect to officer through the end of the next National Leadership Conference.
3. **Vacancy in Office:** In the event of a vacancy in the office of President, the State Executive Council, with the approval of the State Advisor, will appoint a current State Officer to assume the office of President. A vacancy in any other office may or may not be filled by appointment by State Executive Council at the discretion and approval of the State Advisor.
4. **Appointment of Parliamentarian:** The student scoring the highest on the *Parliamentary Procedure Concepts Open* written test at or before State Leadership Conference shall be appointed by the State Advisor to serve as *State Parliamentarian*. This student must complete all qualifications to run for State office including applying for office and attending officer screening.
5. **Appointment of Mid-Level Representative:** The State Advisor shall appoint the mid-level candidate scoring the highest on the candidate application.
6. **Removal from Office:** If any officer fails to carry out the duties designated in the

organization’s bylaws or policies and procedures, or exhibits conduct inappropriate of a state officer, he/she may be removed from office by a majority vote of the State Executive Council, or by the decision of the State Advisor or State Program Administrator.

Section 3. Advisors

1. **Local Advisors:** Each local chapter shall have an Advisor who shall be a teacher at that school who follows Business Professionals of America guidelines.
2. **State Advisor:** The State Advisor shall be the administrative chair of the organization and shall have all the duties and powers customarily reserved for this position, including the right to serve as an ex-officio member of all committees. He/She will also serve as an ex-officio, non-voting member of the State Executive Council.
3. **State Program Administrator:** The State Program Administrator shall be the chief state officer of Business Professionals of America, Oklahoma Association. He/She will also serve as an ex-officio, non-voting member of the State Executive Council.

## Article VI – Qualifications for State Office

Section 1. To be eligible for state office, candidates must meet all qualifications as established by the State Advisor and/or State Executive Council.

1. Only those applicants who are present at the State Leadership Conference and who are officially certified by the Officer Screening Committee shall be eligible for nomination.
2. The candidate(s) shall be a(n):
   1. Mid-level or secondary student when they apply for office who shall:
      1. be enrolled in a business technology-related course throughout his/her term of office;
      2. be recommended by his/her local chapter advisor and school administration and be endorsed by his/her chapter;
      3. file an official application according to the policy adopted by the State Executive Council; and
      4. remain an Oklahoma resident during his/her term of office
   2. Post-Secondary student who shall:
      1. be enrolled in a business technology-related course throughout his/her term of office;
      2. if from a chartered chapter, be recommended by his/her local chapter advisor and school administration and be endorsed by his/her chapter; if from a 2- or 4-year post-secondary institution without a chartered BPA chapter, be endorsed by the State advisor;
      3. file an official application according to the policy adopted by the State Executive Council; and remain an active Oklahoma BPA member during his/her term of office;

Section 2. **Campaign Guidelines** shall be determined by State Executive Council, with approval from the State Advisor.

Section 3. **State Officer Deposits:** Each State Officer shall pay a monetary deposit for officer materials, as determined in the campaign guidelines.

## Article VII – Duties of State Officers

Section 1. **President:** It shall be the duty of the State President to preside at all business meetings; preside over all Executive Council meetings; with the approval of the State Executive Council and State Advisor, establish and appoint members and chairs of appropriate committees for a period not to exceed his/her term of office and assist these committees in their activities; serve as an ex-officio, nonvoting member of all committees; perform other duties of a presiding officer; and promote the general welfare of Business Professionals of America, Oklahoma Association.

Section 2. **Vice-President:** It shall be the duties of the Vice-Presidents to serve in any capacity as directed by the President; accept the responsibilities of the President as occasions may demand; assist in compiling and publishing the State Association Annual Report; serve as liaison between local members and the State Executive Council; contact each assigned local chapter at least once each month; and promote the general welfare of Business Professionals of America, Oklahoma Association.

Section 3. **Secretary:** It shall be the duty of the Secretary to keep an accurate record of all business and Executive Council meetings; promptly submit one (1) printed copy of the minutes and any substantiating reports to the President, State Executive Council, and the State Advisor; and promote the general welfare of Business Professionals of America, Oklahoma Association.

Section 4. **Reporter:** It shall be the duty of the Reporter to prepare and submit the organization’s news to all news media; serve as the public relations liaison to other state associations and the national organization; compile local chapter activity news for the state newsletter; and promote the general welfare of Business Professionals of America, Oklahoma Association.

Section 5. **Chaplain:** It shall be the duty of the Chaplain to be in charge of appropriate devotional exercises for council meetings and state association meetings; document and submit all

historical events such as conferences, meetings, etc. to the state chapter; compile local and state chapter activities for the state scrapbook; be available for promoting the general welfare of chapter meetings; provide inspiration and encouragement to the State Executive Council; serve as a liaison to middle level chapters; and promote the general welfare of Business Professionals of America, Oklahoma Association.

Section 6. **Parliamentarian:** It shall be the duty of the Parliamentarian to advise the President and other association members on the orderly conduct of business in accordance with the organization’s bylaws and the current edition of Robert’s Rules of Order, Newly Revised;

be responsible for the general conduct at all business and Executive Council meetings; rule on rules of order, should the occasion arise, during business meetings; and promote the general welfare of Business Professionals of America, Oklahoma Association.

Section 7. **Mid-Level Representative:** It shall be the duty of the mid-level representative to aid in the overall success of the State Executive Council by assisting in the taking of minutes, gaining a foundational knowledge of basic parliamentary procedure, attending all mandatory events as established by the State Advisor, providing vital opinions and perspectives representative of the mid-level division, and promoting the general welfare of Business Professionals of America, Oklahoma Association.

Section 8. All officers are subject to other duties as designated by the President or State Advisor.

## Article VIII – National Officer Candidates

Section 1. National Officer Candidates shall be approved by State Executive Council.

## Article IX – Meetings

Section 1. The Fall and State Leadership Conferences shall convene annually as determined by the State Advisor and/or State Executive Council.

Section 2. **Fall Leadership Conference:** The State Executive Council, the State Advisor, and the contracted service providers shall conduct Fall Leadership Conference. Each local chapter in good standing shall be entitled to send delegates, who shall be chosen from the active members, to the conference.

Section 3. **State Leadership Conference:** The State Executive Council, the State Advisor, and the contracted service providers shall conduct State Leadership Conference. Each local

chapter in good standing shall be entitled to send delegates, who shall be chosen from the active members, to the conference.

## Article X – Voting

Section 1. State Voting Delegates

A. Each local chapter in good standing with up to 50 members shall be entitled to send **two** voting delegates, who shall be chosen from the active members, to the State Leadership Conference. For each additional (50) members, chapters will be allocated one (1) additional voting delegate.

Section 2. National Voting Delegates

1. All voting delegates shall be active members attending the National Leadership Conference and be appointed by the State Advisor or Program Administrator.

## Article XI – Dues and Finance

Section 1. The membership year shall run July 1 through June 30.

Section 2. State Executive Council will determine annual dues for Business Professionals America, Oklahoma Association. The respective local chapters will determine annual local dues.

1. State and National dues for all active local chapter members must fully accompany the official Business Professionals of America membership application by the deadline of each membership year.
2. Only registered members on the official membership application with full local and state dues paid shall be delegates to the State Leadership Conference.

## Article XII – Emblems & Colors

Section 1. The emblem of Business Professionals of America, Oklahoma Association shall be the official emblem of the National Business Professionals of America, Inc.

Section 2. The official colors of Business Professionals of America, Oklahoma Association shall be navy blue, tan, and red.

Section 3. All active, professional, and honorary members and advisors, whose dues are fully paid, shall be entitled to wear or otherwise display the emblems and insignia.

## Article XIII – Parliamentary Authority

Section 1. The rules contained in the current edition of *Robert’s Rules of Order, Newly Revised* shall govern Business Professionals of America, Oklahoma Association in all cases to which they are applicable and in which they are not inconsistent with this constitution, bylaws, and any special rules of order which Business Professionals of America, Oklahoma Association may adopt.

## Article XIV – Amendments

Section 1. Proposed amendments to this constitution shall be presented in writing to the State Advisor at least 60 days prior to the Fall or State Leadership Conference. The State Advisor shall submit the proposed amendments to the Advisory Council for approval. The approved proposed amendments will then be published and circulated to all chapters for consideration at least 30 days prior to the conference. A two-thirds affirmative vote of the voting delegates present and voting at the Leadership Conference shall be required for adoption. No amendment shall be in conflict with the purposes of Business Professionals of America, Oklahoma Association as Stated in Article II.