

IMPORTANT



To the Local Chapter and Advisor:

The following packet contains important information concerning Oklahoma BPA State Executive Council Candidacy. Ensure that you completely review the Local Chapter Section pertaining to your duties in relation to BPA State Executive Council Candidates. Review the Election Information section for information regarding voting delegate responsibilities and election procedures. Please forward the appropriate information to those members interested in campaigning for office.

Uniform Deposit:

All candidates elected to BPA State Executive Council are required to pay a uniform deposit of \$100.00. The deposit is due at New Officer Training. The deposit will be refunded once the State Officer's term has expired, and the official BPA blazer is returned in good condition. The full deposit will be forfeited should the BPA official blazer be lost or damaged, or if an officer is removed from office for any reason.

Important Reminders:

1. Candidates should print the **Candidate Checklist** in the forms section of this handbook to ensure completion of all required documentation.
2. Candidates who submit **incomplete** OR **late** application forms and materials **will be automatically eliminated** (all required items are included on the Candidate Checklist)
3. NO handwritten documents will be accepted. All candidate information MUST be keyed.

Included are:

1. Candidate Handbook
2. Candidate Forms

If you have any questions or concerns, please do not hesitate to contact Mr. Mark Burch, BPA State Advisor at mark.burch@careertech.ok.gov.

All application materials are due by **December 1st**.

1. Combine ALL documents into one PDF file and email to mark.burch@careertech.ok.gov with the Subject Line: BPA SEC Application-Candidate First and Last Name (Example: BPA SEC Application-John Smith).

Candidate Checklist

- Candidate's Checklist (*signed by candidate & local advisor*)
- Candidate's Nomination Form (*signed by candidate & local advisor*)
- Candidate's Letter of Application (written by the applicant & *addressed to the Oklahoma BPA State Advisor*)
- Candidate's Resume (*1 page*)
- Candidate's 200-Word Statement (*why are you applying to be a state officer?*)
- Chapter Advisor Letter of Recommendation
- Second Letter of Recommendation
- Candidate's Commitment Form (*signed by candidate, local advisor, parent/guardian, & administrator(s)*)
- Reasons for Removal Form (*signed by candidate, local advisor, guardian & administrator*)
- Grievance Contact Information Form (*signed by candidate & local advisor*)
- Social Media Contract Form (*signed by candidate & local advisor*)
- Permission to Drive/Ride Form (*signed by candidate, local advisor, guardian, & administrator(s)*)
- Color Photo (*candidate should be dressed professionally in photo*)
- OFFICIAL Transcript (*official progress or grade report will suffice*)
- Advisor Agreement (*signed by local advisor*)

The following items will be distributed at SLC to campaigning candidates:

- Uniform Size Information (will be distributed later to get the most accurate size information to reduce tailoring and uniform return needs)

I understand the items listed on the checklist must be properly submitted by December 1st to mark.burch@careertech.ok.gov. Failure to do so will result in disqualification.

Applicant Signature

Advisor Signature

OKLAHOMA BUSINESS PROFESSIONALS OF AMERICA SEC APPLICATION

GENERAL INFORMATION

Purpose

This handbook seeks to provide all important information and answer questions concerning eligibility, campaigning, and election procedures which govern the Oklahoma BPA State Executive Council Election for prospective state executive council candidates and local chapters at the State Leadership Conference (SLC).

By-Laws

Information in this handbook may be used for all divisions and is based on the *Oklahoma Business Professionals of America Bylaws*.

A copy of the *Oklahoma Business Professionals of America Bylaws* can be found at:
<https://bpaok.org/about-bpa/index.html>

Executive Council

Definition and Role

State officers are known collectively as the “State Executive Council.” They are the student representatives for the entire state association membership. They represent the state association at various conferences and meetings throughout the state during their term of office.

Structure

The State Executive Council is composed of a total of eight (8) positions designated as follows:

- Six (6) elected positions (secondary or post-secondary): *President, Vice-President (2), Secretary, Reporter, and Historian/Chaplain*
- *Parliamentarian* (secondary or post-secondary) appointed by the Oklahoma State Advisor, primarily based on the candidate that scores highest on the (592) Parliamentary Procedures Concepts-Open online exam.

Duties

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

Duties of the President:

- preside over all business meetings
- preside over all Executive Council meetings
- establish and appoint members and chairs of appropriate committees
- assist and serve as an ex-officio, non-voting member of all committees
- promote the general welfare of Business Professionals of America, Oklahoma Association

OKLAHOMA BUSINESS PROFESSIONALS OF AMERICA SEC APPLICATION

Duties of the Vice-Presidents:

- 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 a liaison between local members and the State Executive Council
- contact each assigned local chapter at least once each month
- promote the general welfare of Business Professionals of America, Oklahoma Association

Duties of the Secretary:

- keep an accurate record of all business and Executive Council meetings
- promptly submit copies of the minutes and any substantiating reports to the President, State Executive Council, and the State Advisor
- promote the general welfare of Business Professionals of America, Oklahoma Association

Duties of the Reporter:

- prepare and submit the organization's news to all news media
- manage and post to Oklahoma BPA social media accounts
- serve as the public relations liaison to other State associations and the national organization
- compile local chapter activity news for the State newsletter
- promote the general welfare of Business Professionals of America, Oklahoma Association

Duties of the Historian/Chaplain:

- be in charge of appropriate inspirational exercises for council meetings and State association meetings
- document and submit all historical events such as conferences, meetings, etc. to the state chapter
- assist in compiling photos or historical data from online sources (ex: social media)
- be available to promote the general welfare of chapter meetings
- provide inspiration and encouragement to the State Executive Council
- assist in serving as a liaison to middle-level chapters
- promote the general welfare of Business Professionals of America, Oklahoma Association

Duties of the Parliamentarian:

- 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
- advise on points of order, should the occasion arise, during business meetings
- promote the general welfare of Business Professionals of America, Oklahoma Association

OKLAHOMA BUSINESS PROFESSIONALS OF AMERICA SEC APPLICATION

Responsibilities

BPA State Executive Council members are held to a very high standard and must comply with all policies and procedures outlined by Oklahoma BPA, and the State Advisor for Oklahoma BPA.

Failure to comply is cause for removal from office.

Many of these responsibilities include, but are not limited to the following:

- Attend CareerTech University (CTU) for leadership training
 - Failure to attend in its entirety WILL result in removal from office
- Attend ALL scheduled meetings, FLC, SLC, and be on time
 - Refer to the Important & Mandatory Dates list specific to the term you are applying to serve.
 - Failure to attend is cause for removal from office
- Provide guidance, leadership, and inspiration to all members
- Represent the views of the membership, not those of the individual officer
- Maintain timely and professional correspondence with typed, proper style communications
- Set an example for members by participating in state and national BPA programs
- Obtain the state level of the Torch Awards Program during SEC term
- Send out monthly Buddy Chapter Emails
- Write monthly blog posts for the Oklahoma BPA website
- Attend chapter visits when possible
- Respond to ALL e-mail communications within 48 hours
- Be able to provide monthly activity reports regarding official BPA activities
- Wear the organization's official blazer & uniform when representing Oklahoma BPA
- Fulfill SEC responsibilities, but not let them interfere with continuing educational pursuits
- Refrain from serving on state, district, or chapter nominating committees; endorsing potential candidates; being involved in any sort of campaign activities; or serving as a voting delegate (other than at NLC)
- Notify the state advisor or designee and the division of Business, Marketing, & Information Technology Education immediately of circumstances that prevent carrying out of any assignment
- Be available to represent the organization as requested and approved by the state advisor or designee and the division of Business, Marketing & Information Technology Education
- Abide by the State Executive Council Code of Ethics as established by Oklahoma BPA

CANDIDATE INFORMATION

Application Qualifications:

The student candidate for Oklahoma BPA State Executive Council for the Secondary or Post-Secondary Divisions must meet the specific qualifications below.

Recommendation of Local Chapter & Advisor

(Secondary Division) – The candidate must be recommended by his/her local chapter advisor and school administration and be endorsed by his/her chapter.

(Post-Secondary Division) – 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.

Membership

(Any Division) – The candidate must be a current, dues-paid, active student member in good standing.

Leadership

(Any Division) – The candidate must commit loyalty to Business Professionals of America. If elected, the officer must make any State Executive Council duties, responsibilities, and event attendance top priority and should not use any other leadership roles as an excuse to neglect official duties.

Enrollment

(Any Division) – The candidate must be enrolled in a business technology-related course throughout his/her term of office and remain an Oklahoma resident during his/her term.

Grade Point Average

(Any Division) – The candidate must have a cumulative 3.0 grade average based on a 4.0 scale (official school transcript required). If elected, the officer must maintain a cumulative GPA of at least 3.0 as well as not having a term GPA below 3.0. Documentation may be requested by the State Advisor to ensure that the officer maintains these GPA requirements throughout their term. Failure to maintain GPA requirement will result in removal from office.

OKLAHOMA BUSINESS PROFESSIONALS OF AMERICA SEC APPLICATION

Application Procedures:

Candidates do not declare or run for a specific officer position. The six candidates receiving the most votes will be assigned to a specific office by the Oklahoma BPA State Advisor. The Parliamentarian is appointed primarily based on the candidate that scores highest on the (592) Parliamentary Procedures Concepts-Open online exam.

Candidates will complete all forms and materials specified in the Candidate Checklist section and submit by the designated deadline. Candidates will then wait for notification advising if they will advance to candidate screening day.

Application Materials:

Forms Provided to Candidate (see Candidate Forms Section)

1. OKBPA Executive Council Nomination Form
2. OKBPA Executive Council Commitment Form
3. OKBPA Executive Council Reasons for Removal Form
4. OKBPA Executive Council Social Media Contract
5. OKBPA Grievance Form
6. OKBPA Permission to Drive/Ride Form
7. Candidate Checklist
8. Advisor's Agreement

Materials to be Supplied by Candidate

1. Letter of application which includes the candidate's reason(s) for applying for State Executive Council
2. Candidate's resume which includes candidate's career objective (one-page maximum length, typed on 8 ½ x 11-inch paper)
3. Official school transcript (official progress or grade report will also suffice)
4. Two letters of reference (*one must be from your local chapter advisor*)
5. Candidate's statement of 200 words or less stating his/her name and why he/she wishes to be a candidate for state office (candidates cannot mention a specific office). These 200-word statements or less will be posted on the OK BPA website as submitted by the candidate before SLC for review by members including voting delegates
6. Candidate's responses to social media questions which will be posted on the OK BPA Facebook page prior to SLC
7. A color photograph of candidate dressed professionally (not required to be in BPA uniform)

Application Review:

Each applicant's application forms and materials will be carefully reviewed for accuracy and completeness.

Applicants who submit **handwritten, incomplete, or late** application forms and materials **WILL NOT BE allowed to participate in screening day activities.**

Notification of Eligibility:

All applicants will receive notification from Oklahoma BPA via email concerning the status of their application for State Executive Council candidacy.

Notification will be made by the State Advisor directly to the applicant and their local advisor via email. Notification and invitation to attend the candidate screening will be made no later than one week following the application deadline.

Following notification of eligibility, the applicant will:

- Again, thoroughly review all information contained within this handbook
- Prepare campaign materials, including speech
- Prepare a campaign expense report for ALL campaign materials
- Attend Officer Candidate Screening at the Oklahoma Department of Career and Technology Education in Stillwater.

Officer Candidate Screening Process:

The screening process is a multifaceted evaluation of the applicant’s potential ability to serve Oklahoma BPA. Applicants will be evaluated quantitatively and qualitatively based on the factors outlined below. In order to qualify as an official candidate, applicants **MUST** achieve a **minimum score of 265 points of a possible 350.**

Application (100 points)

Nomination forms must be complete, accurate, grammatically correct, and professional. In preparation for the Campaign Rally at the BPA State Leadership Conference, each applicant shall bring their proposed campaign budget and sample campaign materials to screening (pictures of each item are acceptable). The panel of judges will evaluate these items. Any modifications to campaign budgets or materials must be submitted and approved by the BPA State Advisor at least one full week prior to SLC. Each missing document at the date of submission will be a loss of 15 points per document, failure to provide all complete documentation prior to screening will result in applicant not being able to participate in screening day activities.

Panel Interview (100 points)

A professional committee of 3-4 qualified individuals appointed by the Oklahoma BPA State Advisor will rank and score applicants based on their response to interview questions and performance of the script reading.

Script Reading (50 points)

A sample script will be provided to candidates to read during the panel interview. This will gauge each candidate’s ability to read a script in front of a group. Scripts will NOT be provided in advance of candidate screening day.

OK BPA Knowledge Test (100 points)

Applicant’s knowledge will be tested over all things BPA. Topics will include competitive events, Torch Awards, BPA Cares, leadership, parliamentary procedure, and professionalism. Recommended study materials include:

- Oklahoma BPA Bylaws
- Oklahoma BPA and National BPA Websites
- Roberts Rules of Order, Newly Revised
- LEAD (CTYou.org Resource)

Application (<i>including budget & campaign materials</i>)	100
Panel Interview	100
BPA Exam	100
Script Reading	50
TOTAL	350
Applicants must receive 265 points of the possible 350 points.	

Applicants must receive a minimum score of 265 to be placed on the ballot

OKLAHOMA BUSINESS PROFESSIONALS OF AMERICA SEC APPLICATION

Recorded Video (no points)

Each applicant should come prepared to record a 1-minute video answering one of the questions listed below. Each candidate will choose blindly and randomly which question they will answer during the candidate screening. Applicants may NOT use props or skits. This recording will only be used if applicant meets the minimum requirements to be placed on the voting ballot as an official candidate at the Oklahoma BPA State Leadership Conference.

Question Bank (you will blindly select **one** of these to answer):

1. What role does BPA play in preparing students for the workforce of tomorrow?
2. Imagine that you are in an elevator with a very important person who has no idea what BPA is. Describe the organization in an efficient way that leaves this VIP excited to have learned about the organization.
3. Explain to members what our Oklahoma service project at FLC is and who it benefits.
4. What is one leadership quality that all BPA members should strive to develop, and why?
5. Describe a challenge you've faced in BPA and how it helped you become a better leader.
6. Describe the impact of BPA on your personal growth and leadership journey.

Notification of Official Candidacy:

Applicants and their local advisor will be notified regarding their status as an official candidate for state executive council. Official candidates are those that have passed the screening process of a minimum score of 265 of the 350 total.

Upon notification of official candidacy, the candidate should next prepare for the BPA State Leadership Conference.

Campaign Regulations:

Pre-approval of campaign materials

A sample of all campaign materials and handouts along with an itemized budget must be submitted during Officer Candidate Screening. A picture of an item is acceptable as a sample.

Responsibility

- The candidate, his or her campaign manager, local chapter voting delegates, members and advisors must observe all campaign regulations.
- Failure to do so may result in disqualification of the candidate.

Campaign Manager (optional, but strongly encouraged)

- The campaign manager must be a current, dues paid, active member in good standing, of the same division as the candidate.
- The campaign manager will head the entire campaign for the candidate and must attend the candidate briefing meeting at SLC with the candidate.

Expenditures

A maximum of \$250.00 may be spent on campaign materials. This amount is based on fair market value and must be listed on an applicant's itemized budget.

Candidates are allowed to use up to a 17" battery powered computer or tablet during their campaign rally. The computer will need to be listed on the expense report but will not be an expense item.

No matter the actual costs, copies will be listed on the expense report at 5 cents each for black and white copies and 25 cents each for color copies and pictures will be listed as \$0.10 for 4x6, \$0.25 for wallet, \$0.60 for 5x7, and \$2.50 for 8x10 for each picture used. Other sizes will be listed per market value.

The candidate or the candidate's campaign manager shall submit an itemized statement of all campaign expenses to the Election Coordinator at the Campaign Briefing Meeting at SLC. All donated materials must be included in the itemized list of expenses, at the fair market value.

- ✓ No gum, stickers, or other adhesives will be allowed for campaigning.
- ✓ No food, other than commercially pre-packaged, individually wrapped, single serving candy/snacks will be allowed.
- ✓ No beverages, other than commercially sealed, bottled water will be allowed.

****Items not listed on the expenditure report must be removed from campaign area and cannot be used in the campaign.***

****Failure to submit the itemized list of expenditures will result in automatic disqualification of the Candidate.***

****The State Advisor has final discretion on items allowed in the campaign area.***

OKLAHOMA BUSINESS PROFESSIONALS OF AMERICA SEC APPLICATION

Campaigning

Prior to SLC –

- No campaigning is allowed prior to the opening of the Campaign Rally booths at State Leadership Conference. Along with the application packet, candidates will submit responses to questions that will be posted to social media source(s) by Oklahoma BPA prior to SLC. At that time, candidates and campaign managers may also utilize Twitter, Facebook, and Instagram social media sources to announce candidacy. NO other campaigning is allowed prior to SLC.
- Candidates or representatives of their campaigns may not contact any other chapter or the members of any other chapter at their school or home.
- Absolutely no literature announcing a student's candidacy or related to the candidate is to be mailed to other chapters or members
- The candidate's own chapter is the only exception but is limited to verbal announcement

At/During SLC –

- No campaigning may be conducted prior to the opening of the Campaign Rally booths at the State Leadership Conference
- Campaign materials may only be distributed during the time of the Campaign Rally
- Campaign materials cannot be distributed outside of the candidate's booth area. All materials will be restricted to a 6x5 foot area, including a provided table.
- Candidates must wear their official SLC nametag and identification ribbons at all times during conference activities
- Candidates are responsible for cleaning up all campaign materials

Campaign Speech

- Campaign speeches shall be limited to a maximum of 2 minutes.
- The officer candidate will give an individual statement of qualifications and their platform.
- Candidates may not refer to any office by name.
- The use of skits, props, costumes, demonstrations, or the assistance of another person is/are not allowed.
- The candidate may not solicit or invite audience participation. The candidate will not be held accountable for spontaneous audience responses.
- Speeches by candidates are presented in an order determined prior to the session by a random drawing of names. No announcement of the order of speeches will be made prior to the session.

OKLAHOMA BUSINESS PROFESSIONALS OF AMERICA SEC APPLICATION

Officer Election Grievance Policy

- Grievances may be filed by any member.
- The Grievance Form (available in the forms section of this document) must be completed and submitted to the State Advisor by the local chapter advisor or designee no later than one (1) hour after the incident.
- Grievances concerning campaign procedures will be handled by the Grievance Committee, which is composed of the State Advisor, State Election Coordinator, and a CEAC member without any conflict of interest, with the BMITE State Program Administrator serving as a mediator. The committee has the authority to disqualify candidates or take other disciplinary action deemed necessary.
- The candidate, local advisor, and local administration (if present) will be informed of the grievance and nature of the grievance and given the opportunity to respond if action is taken against the candidate.

Parliamentarian Guidelines:

- Applicants who wish to be considered for the appointed office of Parliamentarian must select “Parliamentarian” on the State Executive Council Nomination Form. Since the State Advisor appoints this position, applicants that apply for State Parliamentarian are not eligible for an elected officer position.
- Parliamentarian applicants will follow all processes at the Screening Day outside of campaign materials, as they do not participate in the Campaign Rally. In addition, the Parliamentarian candidates must take the online (592) Parliamentary Procedure Concepts-Open exam during the designated online testing dates for the State Leadership Conference.

Post-Secondary Guidelines:

Students who are seniors applying for a post-secondary executive council position must be an active member of a BPA chapter. If the post-secondary institution the student will be attending does not have a chartered chapter BPA chapter, the student will become a paying member of the Oklahoma Virtual Post-Secondary BPA Chapter and under the supervision of the previous local advisor and/or the state advisor.

ELECTION INFORMATION

Voting Delegate Allocation:

Each local chapter in good standing with up to 50 members shall be entitled to send two (2) 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.

Voting Delegate Responsibilities:

Voting Delegates play an important and vital role in the election of the State Executive Council. Therefore, it is crucial that all voting delegates including Alternate Voting Delegates understand and agree to fulfill the following responsibilities.

Specifically, voting delegates will...

- Read this handbook thoroughly; ask questions as necessary, and abide by all campaign and election regulations
- Wear the appropriate Voting Delegate ribbon at all times
- Attend all campaign and election sessions and encourage others to attend:
 - Opening General Session (Campaign Speeches)
 - Campaign Rally
 - Business Meeting
 - Caucus/Election
- Be seated promptly for all sessions at the designated time and place (alternates only if necessary)
- Be prepared with charged, electronic devices (cell phones, tablets, etc.) with cellular data access for electronic voting. Reliable Wi-Fi is not guaranteed.

Election/Voting Delegate Procedures:

Voting delegates will hear speeches at the Opening Session of SLC. Voting delegates must also attend the Campaign Rally to meet and talk to the candidates.

Voting delegates must also attend the Voting Delegate Meeting at SLC (a meeting exclusively for voting delegates). In this meeting, votes will be cast for the State Executive Council electronically. Voting delegates must bring an electronic device capable of connecting to the internet in order to cast votes.

Voting delegates will be required to have a voting delegate ribbon to enter this meeting.

ELECTION SESSIONS

Campaign/Candidate Briefing Meeting at SLC

Who **MUST** attend: Candidates (excluding Parliamentary candidates), Campaign Managers & their Chapter Advisor(s)

Who can attend: Voting delegates and their Chapter Advisors

Opening General Session:

Who **MUST** attend: All conference attendees

What will happen: Candidates will give their campaign speeches

Campaign Rally

Who **MUST** attend: Candidates (excluding Parliamentary candidates), Campaign Managers, and all Chapter Voting Delegates (including alternates)

What will happen: Conference delegates and advisors will have the opportunity to personally meet, talk to, and question the candidates.

Voting Delegate Meeting:

Who **MUST** attend: All Voting Delegates ONLY (alternates should be ready to fill these positions)

What will happen: Voting delegates will electronically cast their votes for the State Executive Council.

Grand Awards Session

Who **MUST** attend: Candidates / All Conference Attendees

What will happen: New state officers will be installed during the awards session

New Officer Briefing (at the conclusion of the Grand Awards Session - Backstage)

Who **MUST** attend: New State Officers and their Local Advisor

What will happen: Information will be provided in preparation for new state officer training.

OKLAHOMA BUSINESS PROFESSIONALS OF AMERICA SEC APPLICATION
State Executive Council Nomination Form

This candidate, _____, is a member in good standing of his/her local chapter of BPA. To the best of my knowledge, all information submitted is factual and exists as presented. The candidate is enrolled in a state-approved business-related program.

Local Chapter advisor

If elected, I, _____, will attend ALL State Executive Council Meetings, Leadership Conferences, and other dates specified by the List of Important and Mandatory Dates, adhere to the Code of Ethics, actively serve in office to the best of my ability, and abide by the Bylaws and policies of Oklahoma BPA.

Officer Candidate

OKLAHOMA BUSINESS PROFESSIONALS OF AMERICA SEC APPLICATION

OK BPA State Executive Council Commitment Form

Desire and willingness to work are major qualities a state officer must possess. Please be sure you have the desire to do your part and are willing to devote your time and efforts for a full year of service to Oklahoma BPA if elected. Please read the commitment form carefully. It is important to realize you are agreeing with **ALL** of the commitments. The candidate, advisor, parent/guardian, and administrator(s) are required to sign this form with the understanding that a state officer may be removed from office if the state officer does not satisfactorily follow the standards listed below.

The State Officer shall:

- ✓ Commit the entire year to the BPA State Executive Council activities and treat all organization activities as a priority. Officers must remain in good standing with local chapter for entire term.
- ✓ Be willing to schedule time to minimize conflict at home, work, and school in order to maximize participation as an officer of BPA State Executive Council.
- ✓ Behave in a courteous and respectful manner to their Local Advisor, State Advisor, and Executive Council Officer team.
- ✓ State Executive Council members are expected to operate with the utmost integrity and full transparency in all matters. Anything less may result in forfeiture of office.
- ✓ In communication via email, text message, telephone, or any social media sites, you must behave in a courteous and respectful manner to your Local Advisor, State Advisor and State Executive Council Officer team. You must refrain from language and actions that might bring discredit upon the association. You will be verbally warned the 1st time; 2nd time you are reprimanded you will be written up for the infraction, and 3rd offense will result in removal of office.
- ✓ Participate fully in all appropriate activities, conference set up days, conferences, workshops, business meetings, State Executive Council meetings, etc. for which you have responsibility. Absences from these activities will not be accepted and you will result in the forfeiture of your office.
- ✓ Maintain frequent communication with all members of the State Executive Council and advisors. Every memo or communication (email, blog, Facebook, Twitter, etc.) you plan to distribute to the membership and their advisors must be approved by your state advisor before distribution.
- ✓ Agree to maintain proper dress and good grooming in order to project a desirable image of the BPA student organization at all times.
- ✓ Be willing to take and follow instructions as directed by your advisor and team members even though they may not agree with your desires.
- ✓ Serve as a member of the team and always maintain a cooperative attitude. Keep in mind that even if the majority of your team votes and approves a decision or an action you personally do not agree with, you will accept the decision the team has made and follow through with the decision in a positive and professional manner.

OKLAHOMA BUSINESS PROFESSIONALS OF AMERICA SEC APPLICATION

- ✓ In order to maximize teamwork and minimize the risk of conflicts of interest, Oklahoma Business Professionals of America maintains the following policy in respect to fraternization: All romantic or dating relationships between officers are prohibited.
- ✓ Work in harmony with fellow officers, and not knowingly engage in conversations detrimental to other members, officers, advisors, or other partners. Work without complaining about being tired or overworked, etc. especially in public or around other BPA Members. In conference settings, you will be very tired, but you must project a positive attitude. Others are watching and listening.
- ✓ Treat all members of the student organization equally and without discrimination.
- ✓ Forego alcohol, tobacco, and illegal substances, and alert the state of any prescription medications you may be taking while representing Oklahoma BPA in any scheduled activities.
- ✓ While staying with the officer team during conferences, meetings, or other BPA activities, respect the curfew set by the State Advisor. No State Executive Council member is allowed in a room other than the room assigned by the State Advisor. Failing to abide by these rules is a serious offense and could result in immediate dismissal.
- ✓ Strive through preparation and practice to develop into an effective public speaker and workshop presenter.
- ✓ Write all letters, thank-you notes, reports, and other correspondence regularly and on time.
- ✓ Do not violate any state or federal laws.
- ✓ Conduct yourself in a manner commanding respect without any display of superiority.
- ✓ Be willing to ask for and accept constructive criticism and evaluation of your total performance.
- ✓ Periodically evaluate your personality and attitudes and make efforts to improve.
- ✓ Maintain at least a 3.0 grade point average during the term of office.
- ✓ Allow the State Advisor and State Executive Council access to all social networking sites, such as Facebook, Twitter, Instagram, etc., and agree to remove any material deemed inappropriate or controversial.
- ✓ It is imperative that State Officers arrive on time for all appointments and meetings and take an intelligent and willing part in all activities and commitments. In this regard, state officers must be willing to put business before pleasure.
- ✓ State officer agrees to the use of their image and name by Oklahoma BPA for media/promotional purposes.

OKLAHOMA BUSINESS PROFESSIONALS OF AMERICA SEC APPLICATION

The signatures below indicate:

An understanding of the duties assigned to the state officer

- Acceptance of the responsibility to support and assist the candidate in the performance of the duties of his/her office during their entire term of office.
- Ensure that, if elected, officers and advisors are able to attend all required events.

I understand that if I violate or ignore any of the above standards, the following consequences may occur:

- Being removed from the conference and/or activity by the BPA state advisor, BMITE state program administrator, local advisor, or other staff and sent home at their own expense.
- Have any honors or offices withdrawn.
- Responsibility to cover all costs of the official state officer uniform

While serving in the role of a State Executive Council member, I agree to abide by all of these commitments and statements.

Candidate Signature

Parent/Guardian Signature

I understand the duties of a state BPA officer and I agree to support and assist the candidate in the performance of the duties and assignments during the term of office.

Advisor Signature

I understand the duties of a state BPA officer and I agree to support the candidate and advisor in the performance of their duties and assignments during the candidate's term of office.

High School Administrator Signature

Technology Center Administrator Signature

NOTE: If a secondary student attends a technology center, both the high school and technology center administrator must sign. If candidate is a post-secondary member, the Parent/Guardian Signature and High School Administrator Signature is not required .

State Executive Council Reasons for Removal from Office Form

A state officer may be declared "inactive" and/or removed from office in the following situations.

Declaration of "inactive" status and possible removal from office for:

1. Failure to attend the SLC installation ceremony for other than an emergency or medical reason.
2. Failure to attend required State Executive Council meetings, conference, and events.
3. Failure to satisfactorily carry out assigned responsibilities.
4. Failure to submit required reports when due.
5. Failure to communicate with the State Advisor and/or the Executive Council.

Immediate and automatic removal from office for:

1. Failure to adhere to the Code of Ethics
2. Failure to adhere to Policy and Procedures
3. Failure to attend CareerTech University (CTU)

I fully understand the possible causes for removal from office, rules, regulations, conditions, and directions set forth by the Policies and Procedures of Oklahoma Business Professionals of America as well as the State Advisor.

I understand if removed or I resign, I will immediately return all materials purchased by Oklahoma BPA including the official Oklahoma BPA blazer, and that the \$100.00 uniform deposit will be forfeited.

Candidate Signature: _____

Date: _____

Local Advisor Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Administrator Signature: _____

Date: _____

Grievance Contact Information Form

According to the Grievance Policy, "The candidate, local advisor, and state advisor or designee will be informed of the grievance and nature of the grievance and given the opportunity to respond if action is taken against the candidate."

Please complete the contact information below to ensure that the Grievance Committee will be able to contact you if action is taken against your candidate.

Officer Candidate: _____

Contact Phone Number at SLC: _____

"I have verified the number above"

Candidate Signature: _____

Local Advisor of Candidate: _____

Contact Phone Number at SLC: _____

"I have verified the number above"

Local Advisor Signature: _____

OKLAHOMA BUSINESS PROFESSIONALS OF AMERICA SEC APPLICATION

State Executive Council Social Media Contract

As a State Executive Council member, you are responsible for not only representing your local chapter, but also serving as a brand ambassador for Oklahoma Business Professionals of America. You must portray yourself, and the organization, in a positive manner at all times, which includes using extreme caution when posting on any social media platforms. The Oklahoma BPA State Advisor reserves the right to monitor all State Officer’s social media accounts and request that any content deemed controversial or socially insensitive be removed or deleted immediately. As a State Officer, you must read and sign this contract acknowledging your responsibility regarding the use of all social media accounts.

All State Officers are required to comply with the following:

Responsibilities:

- Complete all assigned social media postings in a timely manner
- Maintain and reflect the positive **professional** image of Business Professionals of America
- Interact with state membership on BPA professional accounts
- Post appropriately, respectfully, and thoughtfully
- Use extreme caution when using **official** Oklahoma BPA photos or BPA logos as any profile, cover, or banner images on personal social media accounts.

Do’s	Don’ts
Follow Oklahoma BPA social media platforms as well as allow Oklahoma BPA staff to follow you	Block any Oklahoma BPA staff from viewing your posts
Positively interact with membership using professional and encouraging language	Use any derogatory language, remarks, or profanity
Keep personal views off all BPA accounts	Express any controversial viewpoints (ex. politics)
Immediately remove anything when asked to do so	Involve yourself with alcohol, drugs, or illegal substances including liking and quoting such references
Complete all assigned postings or get someone to cover for you	Forget and/or ignore your responsibilities
Be your professional self and share BPA news through all social media bases supported by BPA	Share any account information to those NOT on the team
Think twice before posting or putting yourself in inappropriate positions	Have incriminating, violent, any form of nudity, inappropriate gestures, etc. references

By signing this Social Media Agreement, you agree to follow all rules outlined above and you understand that disciplinary actions may be imposed for failure to comply with any rule listed above.

State Officer Candidate Signature

Local Advisor Signature

State Executive Council Permission to Drive Form

Please check one or more of the following:

- I/We give permission for the above member of the BPA State Executive Council to drive a personal vehicle to any approved BPA activities such as meetings, conferences, chapter visits, etc. throughout their term of office.

- I/We give permission for the above-mentioned member of the BPA State Executive Council to ride with another member of the BPA State Executive Council, State Executive Council Coordinator, State Advisor, State ODCTE Staff, or another local advisor to any approved BPA activities such as meetings, conferences, chapter visits, etc. throughout their term of office.

Required Signatures:

_____	Date: _____
State Executive Council Member	
_____	Date: _____
Parent/Guardian	
_____	Date: _____
Local Chapter Advisor	
_____	Date: _____
High School Administrator	
_____	Date: _____
Technology Center Administrator	

NOTE: If a secondary student attends a technology center, both the high school and technology center administrator must sign. If candidate is a post-secondary member, the Parent/Guardian Signature and High School Administrator Signature is not required .

OKLAHOMA BUSINESS PROFESSIONALS OF AMERICA SEC APPLICATION

BPA Advisor Agreement for Local Advisors
with State Executive Council Candidates

Chapter Advisor: _____

Chapter Name: _____

Candidate Name: _____

(Advisors, please check each line to show your agreement and support of these duties as advisor.)

- _____ 1. I agree to assist the candidate with completing all required aspects of the State Executive Council Application and review their candidate speech.
- _____ 2. I agree to accompany the officer and ensure transportation is available to all required meetings and events.
- _____ 3. I agree to monitor officer responsibilities and commitments to ensure completion on time, accurately, and in a manner appropriate for this state office.
- _____ 4. I agree to serve as a mentor to the officer, arranging additional time to work with the officer.
- _____ 5. I agree to provide workspace, supplies, telephone access, email access, and support needed for the officer.
- _____ 6. I agree to monitor social media and behaviors of the officer including GPA.
- _____ 7. I agree to keep my local administration informed of all travel and requirements associated with having a State Executive Council member.
- _____ 8. I agree to work closely with the State Advisor to ensure all State Executive Council responsibilities are fulfilled according to the Code of Conduct and rules established by the State Advisor.
- _____ 9. I agree to promote and demonstrate a positive image of BPA at all times.
- _____ 10. I understand that for my candidate, State Executive Council duties take priority over any other organizational activities and that those activities shall not be used as an excuse to miss deadlines, meetings, or conferences.

Local Advisor Signature

Date

State Officer Grievance Form

For local chapter use in the event of a grievance at SLC – NOT to be used in officer application

Local Chapter: _____ Date: _____

Name of Local Advisor or Designee: _____

Name of Officer Candidate: _____

Grievance:

Action by Grievance Committee:

Signatures

State Advisor

Election Coordinator

CEAC Member