

Oklahoma Business Professionals of America Bylaws

Updated March 5, 2024

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.
- Section 4. The Oklahoma Association of BPA will be advised by an Advisory Council which shall meet once a year and shall consist of seven positions: the current Oklahoma BPA State President, three active local Oklahoma BPA advisors, and three at-large positions. The positions shall be appointed by the state association advisor on a yearly basis.

Article IV – Membership

- Section 1. Membership in Business Professionals of America, Oklahoma Association shall consist of middle-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:
- A. **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.
 - B. **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.
 - C. **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.

- A. Meetings of the State Executive Council shall be at the call of the State Advisor.
- B. A quorum shall be constituted by a majority of the members of the Executive Council for the transaction of business.
- C. 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, Historian/Chaplain*, and *Middle-Level Representative* along with a *Parliamentarian* to be appointed by the Oklahoma State Advisor.

- A. **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 and one (1) middle-level student receiving the most majority votes at the annual Fall 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.
- B. **Term of Office:** Secondary/post-secondary 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. The Middle-Level Representative's term of office will begin upon election at the annual Fall Leadership Conference and conclude at the end of the annual State Leadership Conference.
- C. **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 the State Executive Council at the discretion and approval of the State Advisor.
- D. **Appointment of Parliamentarian:** The student scoring the highest on the *Parliamentary Procedure Concepts Open* written test at or before the 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.
- E. **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**

- A. **Local Advisors:** Each local chapter shall have an Advisor who shall be a teacher at that school who follows Business Professionals of America guidelines.

- B. **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.
- C. **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.
- A. Only those secondary/post-secondary applicants who are present at the State Leadership Conference, and middle-level applicants who are present at the Fall Leadership Conference, who are officially certified by the Officer Screening Committee shall be eligible for nomination.
 - B. The candidate(s) shall be a(n):
 1. Middle-level student when they apply for the Middle-Level Representative office who shall:
 - a. be enrolled in a business technology-related course throughout his/her term of office;
 - b. be recommended by his/her local chapter advisor and school administration and be endorsed by his/her chapter;
 - c. file an official application according to the policy adopted by the State Executive Council; and
 - d. remain an Oklahoma resident during his/her term of office.
 2. Middle-level eighth-grade or secondary student when they apply for secondary office who shall:
 - a. be enrolled in a business technology-related course throughout his/her term of office;
 - b. be recommended by his/her local chapter advisor and school administration and be endorsed by his/her chapter;
 - c. file an official application according to the policy adopted by the State Executive Council; and
 - d. remain an Oklahoma resident during his/her term of office.
 3. Post-secondary student when they apply for post-secondary office who shall:
 - a. be enrolled in a business technology-related course throughout his/her term of office;
 - b. 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;
 - c. 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 the 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 the 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. **Historian | Chaplain:** It shall be the duty of the Historian | 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. **Middle-Level Representative:** It shall be the duty of the middle-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 middle-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 the 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 the 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 the 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 Fall and State Leadership Conference. For each additional (50) members, chapters will be allocated one (1) additional voting delegate.

Section 2. National Voting Delegates

A. 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.

- A. 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.
- B. 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 State Executive 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.