



**BUSINESS  
PROFESSIONALS**  
of AMERICA

**Giving Purpose  
to Potential**

# **Local Chapter Handbook**

**2019 - 2020**

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# About Our Organization

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## Giving Purpose to Potential

Business Professionals of America, also known as BPA, is dedicated to “**Giving Purpose to Potential**” to all members by combining their educational journey with real-world experience. The valuable skills learned within our organization are aimed to prepare members for college or career and maximize their long-term success. This intra-curricular model also allows educators to transform their classroom into an interactive and motivational learning environment that enhances the overall educational experience.

## What is Business Professionals of America?

Business Professionals of America is the premier CTSO (Career and Technical Student Organization) designed for students pursuing careers in finance, business administration, management information systems, digital communication and design, management, marketing and communication and other business related career fields.



BPA has nearly 45,000 members made up of more than 1,700 chapters throughout 25 states and Puerto Rico. BPA supports business and information technology educators by offering intra-curricular exercises that are aligned with national standards.

As an intra-curricular organization, Business Professionals of America aims to increase student participation in professional, civic, service and social endeavors. Members participate in these activities to enhance key skills in the areas of self-improvement, leadership development, professionalism, community service, career development, public relations, cooperation and safety and health.

## Mission Statement

The Mission of Business Professionals of America is: *To develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth and service.*

## Vision Statement

The Vision Statement of Business Professionals of America is: *To be an innovator in Career and Technical Education, providing our members with opportunities for growth through education, competition, community service and personal development.*

## History and Traditions

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Officially formed in 1966 as the Office Education Association (OEA), Business Professionals of America (BPA) has a strong history as a student organization that contributes to the preparation of global professionals through the advancement of leadership, citizenship, academic and technological skills for students at the Middle, Secondary and Post-secondary levels.

For more than 50-years, BPA has worked to serve as an innovator in Career and Technical Education, providing its members with opportunities for growth through education, competition, community service and personal development.

### The Early Years

With technical and trade education for youth identified as a national necessity, the rise of the vocational education movement can be traced as far back as the Progressive Era where workers were concerned about making education more useful to their jobs, and business and industry desired better trained workers. Over the years, individual (short-term) bills were passed that provided support and funds for different trades, but it wasn't until 1963 and the passing of the Vocational Education Act that grants to states to maintain, improve and develop vocational-technical education programs helped pave the way for organizations such as Business Professionals of America, then the Office Education Association to be formed.

The funds from the Vocational Education Act were earmarked for occupations in demand. Funds were also provided for constructing area schools for vocational education as well as provisions for vocational office education, occupational training and work-study programs thus recognizing the need for a student organization for students enrolled in career/technical office/business programs.

### 1964 – 1979

In 1964, the American Vocational Association conducted a study of 43 states indicating that 67% of the state vocational education supervisors wanted a career and technical youth group for students in business programs. The following year, a second study confirmed the original findings and state supervisors met to develop guidelines.

In July of 1966, Vocational Office Education Clubs of America (VOECA) was formed by the states of Iowa, Kansas, and Wisconsin and that August, VOECA convened a meeting of youth group representatives to decide the most effective means to implement the office occupations youth group. After an intensive effort, articles of incorporation were filed for the Office Education Association (OEA) with the first three states to affiliate being Iowa, Kansas, and Wisconsin.

By 1971 a national office had been established for the Office Education Association (OEA)

in Columbus, OH and the Board of Trustees approved the Alumni Division. The first full-time Executive Director of OEA was employed in 1973.

Also in 1973, The Governor's Conference on Technical Vocational Education concluded that education should be redirected with equal emphasis on education for living and education for making a living. As such, the council recommended that the educational experiences of every individual should develop occupational awareness and the dignity of work; provide career information, orientation and exploration; and prepare for a job and further education.

## **The 1980s**

Education reforms focusing on secondary education began in the early 1980s, prompted by concern about the nation's declining competitiveness in the international market, the relatively poor performance of American students on tests of educational achievement, and complaints from the business community about the low level of skills and abilities found in high school graduates entering the workforce. Reform came in two waves; academic reform and restructuring.

As OEA continued to grow, so did the need for a national headquarters, a market study and a strategic and long range plan. In 1982 the present National Center located at 5454 Cleveland Avenue, Columbus, OH was purchased and the following year, a dedication ceremony was held. In 1984, as the Carl D. Perkins Vocational and Technical Education (Perkins Act) was first authorized, with the purpose to increase the quality of technical education in the United States.

Also in 1984, the OEA Board of Trustees commissioned the Market One firm of Columbus, OH to conduct a market study of OEA which, in 1988 resulted in the OEA becoming Business Professionals of America.

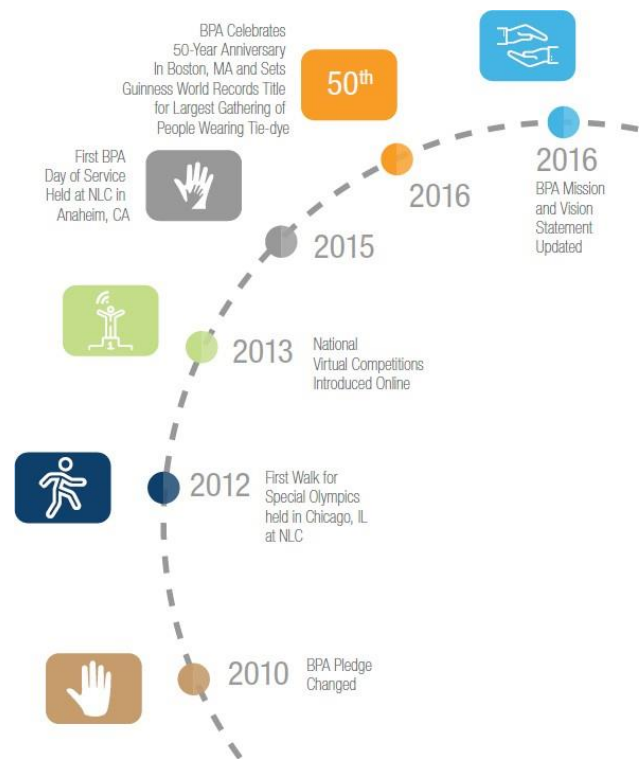
## **Three Decades of Growth**

By 1992, the National Center in Columbus, OH is paid off and the mortgage is burned during a commemorative ceremony at the National Leadership Conference held in Cincinnati, Ohio.

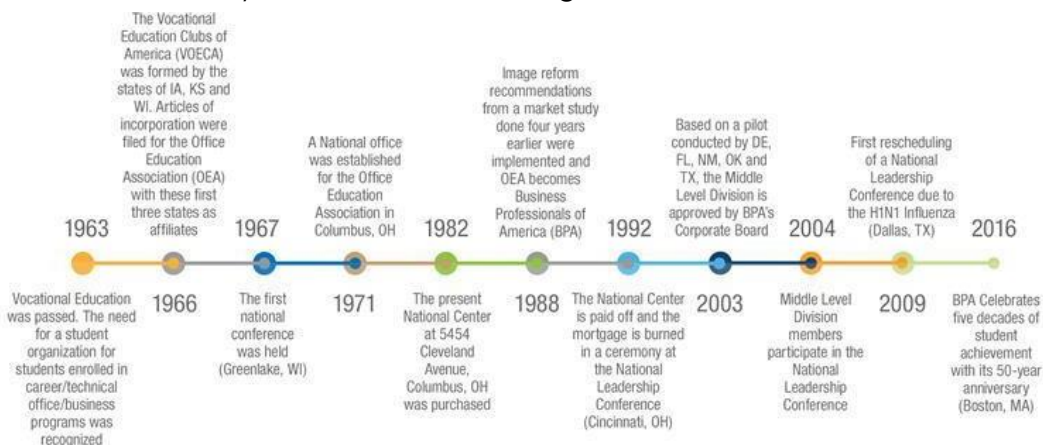
In the late 1990s, Business Professionals of America recognized an opportunity to address the growing need for educational advancement and career awareness in advance of high school. Answering the call to address this need, the states of Delaware, Florida, New Mexico, Oklahoma and Texas piloted a new BPA Middle Level Program. After preliminary success of the pilot program a motion was made, and approved by the organization's Board of Trustees in 2002 to continue the program. In 2003, the Middle Level program was approved by BPA Corporate, making it an official division of the organization. The following year, Middle Level Division members participated in the National Leadership Conference for the first time.

## The Golden Years and Beyond

For the last five decades, Business Professionals of America has left its mark on those who have been affiliated with the organization whether through membership or partnership. What started as a recommendation has evolved into a community of student, academic and business leaders committed to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic and technological skills. Over the years, the organization has found itself continually adapting to the ever-changing world it faces. Whether it be rescheduling its National Leadership Conference in Dallas, TX for the first time ever in 2009 due to the H1N1 Influenza, or keeping current with technological advancements by introducing virtual contests in 2013, BPA regularly examines how to best serve its members.



Many in the organization will pause to focus on the footsteps taken by BPA and its members over the years. Yet, the primary mission and vision of Business Professionals of America has always been one of future interests. Adapting to change, the organization updated the BPA Pledge in 2010, the organization's Vision Statement in 2016 and the organization's Mission Statement and Strategic & Long Range Plan in 2019. Additionally, 2019 also brought about a new logo, tagline and updated brand identity that enhances the historic BPA platform. Our organization is laser-focused on the professional development and future of our youth, providing the tools, skills and experiences needed to compete, succeed and thrive in the business world. The Board of Trustees and BPA Corporate continue to look toward the future and what the next 50-years will hold for the organization and its members.



# Structure of Our Organization

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Business Professionals of America, Inc. is an incorporated not-for-profit association formed for the purpose of creating, directing, and supervising the activities of the unincorporated national student and alumni organization called Business Professionals of America.

Business Professionals of America, Inc., Inc. is a national organization of chartered state associations, each, in turn, having their own chapters and individual members. Collectively, the state associations form the Corporate Board and elect the Board of Trustees. The Board of Trustees establishes desired national policy affecting all of the state associations. The Secondary and Post-secondary divisions elect student national officers who preside over the annual National Leadership Conference (NLC).

All local chapters within a state comprise the state association. Each state association establishes policy and procedures within that state. Each state association holds leadership conferences, where members elect state officers, attend seminars, and display career-technical competencies through competition.

Student members make up the local chapters. The local chapters elect officers and serve their school and business community through chapter activities. Local advisors (teacher-coordinators) serve as sponsors for local chapters and provide programs designed to see that student members acquire career-technical, social, leadership, and human relations skills.

Each BPA Charter State has its own governing body and a State Advisor who directs State programs and conferences. National Business Professionals of America is built from the partnership of these State organizations working together to form a corporate body and an alliance of State Association Advisors in the State Association Advisory Council (SAAC).

## State Association Advisory Council

The State Association Advisory Council (SAAC) serves as a liaison between State Associations, Board of Trustees and National Staff of Business Professionals of America. The Council promotes the Mission, Vision, and goals of the national organization and provides input to the BPA Board of Trustees and National Staff regarding national programs and activities affecting State Associations.

The State Association Advisor Council collaborates with BPA's Classroom Education Advisory Council as well as other support groups and special committees to improve programs. In addition, members of the Council support and facilitate the implementation of programs, policies and activities as established by the Board of Trustees of Business Professionals of America.

## **Classroom Educators Advisory Council**

The Classroom Educators Advisory Council (CEAC) serves as a liaison between Business Professionals of America advisors and its Board of Trustees. Its purpose is to promote the objectives of the Business Professionals of America programs, establish and monitor effective Workplace Skills Assessment Program competitive events, serve as a clearinghouse for suggested improvements and changes pertaining to competitive events and ensure that their State Association is informed of currently adopted Workplace Skills Assessment Program guidelines.

The Classroom Educators Advisory Council is responsible for updating and revising the Competitive Events Guidelines, Style & Reference Manual and the Human Resources Manual of the WSAP, as well as for performing reviews and audits of individual competitive events, developing and updating the guidelines for authors, auditors, administrators, proctors and judges and researching emerging business practices and recommend additions and deletions to the Workplace Skills Assessment Program, including alignment with National Standards and workplace validation.

## **National Business Advisory Council**

The National Business Advisory Council (NBAC) was established to provide a liaison between business and industry and BPA's Board of Trustees. The purpose of the Council is to offer insight and guidance on the future of business and industry in order to assist with the development of programs that offer real- world experience for BPA students. The membership of NBAC consists of representatives from various segments of the business community. It is important to the organization's Board of Trustees that the strength, knowledge and expertise of this group are utilized to help with the advancement of its members, and that the make-up of the Council offers a variety of experiences and opinions from different sectors of business and industry to better serve the organization and its members.

All members of the Council are approved by the Board of Trustees based upon recommendations from the Council Chair and other members serving on the National Business Advisory Council.

## **Board of Trustees**

The Business Professionals of America Board of Trustees is comprised of a talented group of educators, organization and community leaders, and professionals that are dedicated to the Mission and Vision of our organization. The Board of Trustees comprises of 13 voting members and two non-voting ex-officio members.

Meeting regularly throughout the year the Board of Trustees manages all affairs of Business Professionals of America.



## **National Staff**

Working mostly out of BPA's National Center located in Columbus, OH, the National Staff is made up of a diverse group of professionals with a wide range of expertise in non-profit and association management, member services management, program development and evaluation, partnership development, financial management, communications strategies, event management, organizational strategy and more. Together, we aim to provide responsive programs and services of the highest quality to the internal and external partners of Business Professionals of America.

# Membership Overview

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Business Professionals of America provides membership opportunities for a broad range of students, varied in age and skill level. Based on age and competency, people can participate in the following membership divisions.

To qualify for student membership, an individual member shall be a member in a division.

## College / Post-secondary Division

For Post-secondary (one-year, two-year, baccalaureate, or post-baccalaureate) students enrolled or formerly enrolled in initial, refresher, or upgrading business, career technical, business education and career or related education programs.

## High School / Secondary Division

For high school students enrolled or formerly enrolled in initial, refresher, or upgrading business, career technical and career or related education programs. Associate Member Designation is for high school students enrolled or formerly enrolled in initial, refresher, or upgrading business, career technical, and career or related education programs for special populations.

## Middle Level Division

For middle school students enrolled or formerly enrolled in initial, refresher, or upgrading business, career technical and career or related education programs.

## Alumni Division

This division is for former active members of any student division.

## Professional Members

A professional member may be a person associated with BPA. Such members may include teachers, teacher-coordinators, teacher-educators and supervisors, employers and/or training station sponsors of business education, friends of Business Professionals of America, corporate sponsors and others appointed by the governing educational body willing to contribute to Business Professionals of America's growth and development. Professional members are stand-alone members, not serving as part of a chartered division.

## Virtual Members

A national virtual member at the Middle Level, Secondary or Post-secondary level is a non-affiliated individual that does not have access to a chartered chapter, albeit active or inactive, and belongs to a secondary program or any other recognized education program at the Middle Level, Secondary or Post-secondary level, that currently holds an interest and is enrolled, or has been previously enrolled in a business, finance, information technology, and/or marketing related education field.

# Why Join?

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There are many reasons to join Business Professionals of America.

- Prepare for a world-class workforce
- Qualify for scholarships
- Make connections to the business world
- Hold an office
- Participate in democratic elections
- Earn awards and recognition
- Gain industry certification
- Meet industry leaders
- Professional development
- Access online resources via the SOURCE
- Résumé builder
- Travel nationally
- Participate in conference internships
- Meet nationally recognized speakers
- Individual service awards
- Qualify for national industry competitions
- Enhance public speaking skills
- Life-long learning
- Opportunity to participate in skills competition
- Become active in community service
- Meet people with similar interests
- Participate in conferences and workshops on Regional, State and National levels
- Experience leadership development and team building techniques
- Experience personal and professional growth
- Lifetime opportunities

# Starting a New Chapter

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## Steps for Starting a New Chapter

- Step 1:** Review this handbook.
- Step 2:** Fill out a **New Chapter Application**. This is an online application begins the process for your chapter at the BPA National Center and in your State Association. The New Chapter Application can be found on the BPA website, under "Membership, Organize, New Chapter Application" in the site menu. It can also be accessed directly by typing <http://www.registernmychapter.com/bpamem/NewChap.asp> into your internet browser's address bar.
- Step 3:** A National staff member reviews and processes your application.
- Step 4:** A staff member will contact you and provide you with a username and password for the Membership Registration System (MRS). (This is the system used to register members at the beginning of each year and to register for the National Leadership Conference.)
- Step 5:** BPA's staff will contact the State Advisor of your State BPA organization to notify them of your new chapter. You will be given your State Advisor's contact information as well.

## State Advisor's Role

Your State Advisor is your primary contact for getting involved in State and Regional conferences, which is where members compete in WSAP events in order to qualify for the National Leadership Conference. Your State Advisor is also your primary contact for State awards programs, State officer elections, etc.

## National Center Staff Role and National Website

The National Center staff and National web site (<http://www.bpa.org>) serve as your primary contacts for help with the Membership Registration System, the National Leadership Conference, WSAP Event Guidelines, National Officer Elections, and other National programs such as National scholarships, the Torch Awards Program and BPA Cares Program.

## Local Advisor Role

The Local Advisor is responsible for setting the chapter up at the local school by meeting with the principal or other appropriate officials, recruiting members, recruiting Advisors and setting up the chapter's first meetings.

# New Chapter Checklist

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Local Advisors should complete the following checklist within the first month of establishing a new chapter:

- Submit the New Charter Application online at the BPA website.  
(<http://www.registermychapter.com/bpamem/NewChapter.asp>)
- Contact your State Advisor to get involved in State conferences and State programs.
- Identify and recruit Local Advisors.
- Recruit members.
- Set up the chapter officially at the school and hold your first meeting.
- Formulate and approve your chapter's bylaws. Visit <http://www.bpa.org/source> (Chapter Resources) for help on your local bylaws.
- Elect local officers. For information on local officer responsibilities, visit <http://www.bpa.org/source> (Chapter Resources). For information on holding BPA ceremonies at local meetings, visit <http://www.bpa.org/source>.
- Use the Membership Registration System to register and pay for your members for the year.
- Set goals and construct a calendar for the BPA year (see Appendix I). Include State conferences, the National Leadership Conference, Workplace Skills Assessment Program (WSAP) competitive events, Torch Awards and BPA Cares Program, fundraisers, Regional/State/National officer elections and BPA Week.

Complete this checklist and you are well on your way to having an exciting and successful first year as a Business Professionals of America chapter.

# Annual Membership Procedures, Dues, and Deadlines

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Business Professionals of America serves a broad spectrum of students, varied in age and skill level. Based on age and competency, people can participate in our categories of membership.

## Membership Registration System

At the beginning of each school year, an Advisor from each chapter must use the online Membership Registration System (MRS) to register their members for the year and pay membership dues. Each year, every chapter must re-enter all members. Advisor login information stays the same from year to year, but students are re-registered and receive a new Member ID each year. The Membership Registration System can be accessed at <http://www.bpa.org/membership/regsystem>. Get help using the system at <http://www.bpa.org/membership/registrationguide>.

Once members are registered in the Membership Registration System, an invoice is generated to facilitate payment of membership dues.

## Membership Dues

|                                  |                                     |
|----------------------------------|-------------------------------------|
| Post-secondary Division .....    | \$14.00                             |
| Secondary Division .....         | \$14.00                             |
| Associate Membership* .....      | \$11.00                             |
| Middle Level Division .....      | \$10.00                             |
| Alumni Division.....             | \$0.00 (Lifetime Alumni = \$125.00) |
| Professional Membership .....    | \$17.00                             |
| National Virtual Membership..... | \$14.00                             |

*\*State membership dues vary by state. Check with the State Advisor for the amount of state dues.*

*\*Associate members are included in the Secondary Division.*

## Membership Deadlines

- **November 1:** Membership processed by this date will allow chapters to continue to receive all communications from National Business Professionals of America, ensure membership deadlines for Regional and State events, and ensure early processing of membership pins and cards.
- **February 15:** Registrations received after this date will not be eligible for competition at the National Leadership Conference.
- **State Association Membership Deadlines:** Contact the State Advisor for specific deadlines and dates.

Once chapters are registered for the year, they receive their annual membership packet, membership pins, downloadable membership cards, welcome and update letters, and other important materials.

# Programs

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## Workplace Skills Assessment Program

The WSAP Competitive Events program is a primary intra-curricular component offered by Business Professionals of America. Students prepare for and compete in contests in over 85 events, under five Assessment Areas including Finance, Business Administration, Management Information Systems, Digital Communication & Design, and Management, Marketing, & Communication. WSAP events are available for Middle Level, Post-secondary and Secondary members. Events unique to one division are marked as such. For more information on the competitions, please see <http://www.bpa.org/compete/eventlist>.

The goal of the program is to provide all business students with the opportunity to demonstrate workplace skills learned through business education curricula. Students will

- Demonstrate occupational competencies;
- Broaden knowledge, skills, and attitudes;
- Expand leadership and human relation skills
- Demonstrate a competitive spirit; and
- Receive recognition.

Competition in the Workplace Skills Assessment Program is offered at three levels Regional, State, and Nationals. Qualifiers may advance from a Regional Leadership Conference to a State Leadership Conference and finally to the National Leadership Conference. Please see your State Advisor regarding advancement policies in your state. Independent Chapters will advance directly to the National Leadership Conference based on approval from the National Center.

## Levels of Competition

1. Regional Leadership Conferences-Offered by a State Association in late fall or winter
2. State Leadership Conferences-Offered by a State Association in winter or early spring
3. National Leadership Conference-Offered by the National Center in late spring

Competition formats are offered to individual and teams and include objective tests, on-site scenarios, computerized applications and judged presentations. Each event helps prepare students to be part of a workforce of global professionals. Students may only participate in a specific number of competitive events on Regional, State, and National levels, excluding Open Events, which are open in an unlimited number to any National Leadership Conference qualifier.

## Recognition at NLC

For the Secondary and Post-secondary Divisions, the top ten (10) winners shall be recognized at the National Leadership Conference. For judged events, all finalists shall be recognized at NLC. For general/open events, the top ten (10) scores, plus ties, will be recognized. For the Middle Level, the top ten (10) winners shall be recognized at the National Leadership Conference. For judged events, all finalists shall be recognized at NLC. For general/open events, the top ten (10) scores, plus ties, will be recognized.

Qualifying for competition at the National Leadership Conference and winning an award is one of the most treasured accomplishments of a BPA member's career, and demonstrates a mastery of an event's applicable skills.

Each BPA State has its own rules and qualifications for competing and qualifying for competition at the National Leadership Conference. Contact your State Advisor for details on your Regional and State conferences for this year.

Each BPA division (Middle Level, Secondary, and Post-secondary) has its own set of events, and members only compete against other members in their division. A complete list of events with descriptions is available at <http://www.bpa.org/compete>.

The WSAP Guidelines are a comprehensive set of instructions, descriptions, and details to help prepare for WSAP competitions. The Guidelines are an essential tool for participating in a WSAP event. The WSAP Guidelines can be downloaded by BPA Advisors and members for free at <http://www.bpa.org/compete/downloadcenter>.

## The National Leadership Conference

Join thousands of students from across the country who will gather to compete, showcase their business skills and develop their leadership acumen at BPA's signature event of the year. The National Leadership Conference will offer four exciting days of competitions, leadership development, workshops, and National Officer Elections. Whether it is by participating in competitions, running for national office, attending the National Leadership Academy, being an NLC Intern, receiving an award or participating in elections, there are numerous ways to qualify.

### FUTURE NLC SITES

| Year | Location       | Date        |
|------|----------------|-------------|
| 2020 | Washington, DC | May 6-10    |
| 2021 | Orlando, FL    | May 5-9     |
| 2022 | Dallas, TX     | May 4-8     |
| 2023 | Anaheim, CA    | April 26-30 |
| 2024 | Chicago, IL    | April 24-28 |

BPA members may advance to the National Leadership Conference to fulfill the purposes of the conference which include opportunities to:



## Conference Objectives

- Participate in educational seminars and workshops
- Hear nationally prominent speakers
- Elect national student officers
- Participate in the Workplace Skills Assessment Program
- Make recommendations regarding Business Professionals of America policies
- Participate in general assemblies designed to conduct the business of Business Professionals of America
- Transact business of the Association
- Participate in leadership programs

NLC attendees participate in National Officer Elections, WSAP Events, leadership development programs and workshops. Several general sessions plus an awards session highlight the conference schedule. Students also get the chance to experience a different American city each year, taking tours, seeing the sights, and meeting new friends from around the country.

## Qualify

In order to attend the National Leadership Conference, a participant must be a registered BPA member in good standing and be approved for attendance.

All students must attend the National Leadership Conference with an approved chaperone. Additionally, a member must qualify for the conference in at least one of the following ways:

- By finishing high enough in a State WSAP Competitive Event. Contact your State Advisor for information on regional and state conferences where WSAP contests take place.
- Be a local, regional, or state officer.
- Represent your state as a voting delegate for your division.
- Be involved in a National Officer campaign either as a candidate or otherwise actively involved.
- Earn an Ambassador Torch Award or BPA Cares Award.
- Participate in the National Leadership Academy and National Intern Program.
- Be involved in the NLC in a manner which is purposely planned by the BPA member and local advisor.

## The Torch Awards Program

The Business Professionals of America's Torch Awards Program is designed to promote professionalism and leadership in both career development and personal growth. Students complete activities in the seven Torch categories--Leadership; Service; Cooperation; Knowledge; Friendship; Love, Hope, Faith; and Patriotism--then log their activities in an online Torch Résumé.



Each activity completed is worth 5, 10, 15, or 20 points. When a student achieves a certain number of points for each category, his/her Advisor or Local Reviewer can submit the résumé online to be reviewed for recognition. All students completing a satisfactory résumé will be awarded.

Members can achieve a Torch Award at four levels: Executive (at the local chapter), Diplomat (at the Regional or State level), Statesman (at the State level) and Ambassador (at the National level). The Ambassador Torch Award, which requires 70 points of activities in each torch category, is the highest level and students achieving this award are recognized at the National Leadership Conference. For comprehensive information and instructions about the Torch Awards Program, visit <http://www.bpa.org/awards/torch>.

## **BPA Cares Program**

A BPA chapter aligned with the goals and mission of Business Professional of America is concerned with service. Business Professionals of America recommends chapters become involved in one or more of the BPA Cares programs it offers. Participation in this program means that members are engaging in worthwhile projects while having the opportunity to receive recognition from the national organization. There are three categories within the BPA Cares Program:

### **Service Learning Awards**

The purpose of the Service Learning Awards Program is to encourage individuals and chapters to be involved in their community through service learning.

- Community Service Award
- Environmental Action/Awareness Award
- Safety Awareness Award
- Service Learning Individual Award
- Special Olympics Award

### **Special Recognition Awards**

The purpose of the Special Recognition Awards Program is to encourage individuals and chapters to support and promote their organizations.

- BPA Marketing and Public Relations
- BPA Merit Scholar (offered as an Open Event at the National Leadership Conference)
- Chapter Activities Award of Excellence
- Member Recruiter of the Year Award
- Membership Explosion Award
- Social Media Award
- The Professional Cup

### **Professional Awards**

The purpose of the Professional Awards Program is to acknowledge the dedication and service of our supporters.

- Advisor of the Year Award
- Emerging Advisor of the Year Award
- Emerging Professional of the Year Award
- Hall of Fame Award
- Outstanding Service Award
- Student of the Year

All qualified BPA Cares Program participants receive a certificate of participation at the National Leadership Conference, and the top chapters for each award receive a plaque. For complete information and details on a specific award, or to download the complete BPA Cares Program handbook, go to <http://www.bpa.org/awards/bpacares>.

## **BPA Week**

Business Professionals of America Week takes place the **second full week in February** and coincides with Career and Technical Education Month. BPA Week is a great opportunity to promote your chapter, have your students learn public relation skills, and take pride in their local chapter. Many chapters hold dinners, invite congressmen to their school, conduct local media interviews, and hold BPA membership drives.

For more information about BPA Week as well as resources for making the most of BPA Week at your school, visit <http://www.bpa.org/source> (*Review the Chapter Resources section*).

## **Officer Elections**

Part of what makes BPA special is the role student members play in the organization. Student members can run for office at the Local, Regional, State, and National level (Secondary and Post-secondary only). Local officer responsibilities and roles can be viewed by visiting <http://www.bpa.org/source> (*Review the Chapter Resources section*).

## **Regional and State Officers**

Regional and State officers are heavily involved in state organizations and state conferences. They represent BPA on behalf of their school or state association in their school and community. Contact your State Advisor for more information about running for Regional or State Officer.

## **National Officers**

National Officers experience a year of leadership and opportunity unparalleled in other student organization. National Officers communicate throughout the year to BPA membership, attend State conferences as guests, exhibit for BPA at a variety of national conferences, help plan the National Leadership Conference, and emcee and present at the National Leadership Conference. Finally, the Secondary and Post-Secondary National Presidents both hold a voting seat on Business Professionals of America's Board of Trustees, an opportunity unique to BPA.

The deadline to run for National Office is April 1<sup>st</sup>. Only Secondary and Post-Secondary members are eligible to run for national office. To download the application and get more information about running for National Office, visit <http://www.bpa.org/source> (Chapter Resources). Candidates must meet certain eligibility requirements and personal qualifications to run.

## **Officer Election Campaigns**

Officer Election Campaigns are an important part of the democratic process offered through BPA. Speeches, caucuses, campaign rally's, and voting delegates are all elements of the process. Officers in BPA experience a great taste of what it's like to run for any office, whether public or private. Candidates get a big boost in leadership and diplomacy. National Officer are elected during the National Leadership Conference.

## **Scholarships**

Each year at the National Leadership Conference, BPA awards a variety of scholarships to Secondary and Post-secondary members. The application is published near the beginning of each calendar year and the application deadline is March 28. Scholarships are available for Business Professionals of America members only. For more details on BPA scholarships, visit <http://www.bpa.org/service/scholarships>.

## **Student of the Year**

To recognize those students who have made significant contributions to Business Professionals of America as a student member. A maximum of one (1) individual from the Secondary Division and one (1) individual from the Post-secondary Division will be recognized with an award on stage at the National Leadership Conference. Each recipient will also receive a \$1,000 scholarship awarded by the National Business Advisory Council.

## **Quality Chapter Distinction**

Quality Chapter Distinction (QCD) is a special award given to fully involved and active BPA chapters. Advisors of QCD chapters receive a certificate and a ribbon to attach to their name badge at the National Leadership Conference. For the Quality Distinction Application and for more information, visit <http://www.bpa.org/awards/qcd>.

## **Special Olympics**

Special Olympics is the official national service organization for members participating in Business Professionals of America. Special Olympics is a global nonprofit organization targeting the nearly 200 million people around the world who have disabilities. With a presence in nearly 200 countries worldwide and seven world-regional offices, the Special Olympics are constantly expanding.

We encourage your chapter to get involved in the Special Olympics. Document your Special Olympics service or fundraising and you can be awarded with BPA's Special Olympics BPA Cares Award.

## **Other Opportunities**

Contact your State Advisor for suggestions on how to become a fully involved BPA chapter in your state including Fall Leadership Conferences, CTSO State Programs, CTE Programs and State Leadership Conferences.

# Officer Attire and Professional / Casual Dress Code

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## Officer Attire

In order to promote a professional atmosphere, BPA has specific attire for its officers. The follow is an outline of the proper officer attire:

1. Navy blue blazer with official BPA logo patch placed on the left chest pocket.
2. Only the membership pin should be worn on the left lapel. No other pins or accessories should be worn on the left lapel.
3. The following items can be worn on the right lapel of the blazer:
  - a. Highest officer pin
  - b. Highest earned torch pin
  - c. One earned merit scholar pin
  - d. Name badge

## National Leadership Conference (NLC) Dress Code

In order to promote a professional atmosphere, BPA's National Board of Trustees has developed the following official dress code policy for the Business Professionals of America National Leadership Conference. Students, advisors and chaperones must follow the dress code. It is also recommended that all guests follow the established dress code policy.

- Members not dressed in required attire will not be allowed to participate in any session or any competitive event.
- Members not adhering to the Professional Dress Code will not be allowed on stage.
- Members refused entrance to an event will be given the opportunity to change into appropriate attire immediately and participate/compete in the event. Having changed into appropriate attire, the member will join testing in progress. No additional time will be given for time missed.
- Members also have the right to grieve the issue immediately after being refused entrance. Grievance of the Dress Code policy will not be accepted if not received in writing at Competitive Events headquarters within 1-hour of the infraction in question.

## **Professional Dress Code**

Required for the following events: General Sessions, all Competitive Events (judged, non-judged & open), Campaign Rally, Caucuses, Workshops, National Leadership Academy:

- Dress slacks, dress shirt, and tie
- Pant or skirt suit
- Suit, dress shirt, and tie
- Dress skirt or dress slacks with coordinated blouse and/or sweater
- Sport coat, coordinated dress slacks, dress shirt, and tie
- BPA blazer with dress skirt or dress slacks with blouse or sweater
- BPA blazer with dress slacks, dress shirt, and tie
- Dress shoes with socks
- Dress heels or closed-toed flats

*\* Skirt length may be no greater than two inches above the top of the knee.*

*\* All denim is excluded for any of the items listed above.*

*\* No tennis shoes, sandals, flip-flops or open-toed flats*

## **Casual Dress Code**

Required for the following events: Tours, Special Events and Exhibit Hall:

- Jeans, pants, shorts, shirt, t-shirt
- \* Footwear is required with all of the above.*

## **The following are deemed unacceptable during BPA activities:**

- Strapless tops, spaghetti straps, tube tops, halter tops, midriff tops
- Spandex, lycra or transparent clothing
- Cut-offs or torn clothing
- Clothing with inappropriate words and pictures
- Swim suits must be covered with appropriate attire while in any area except the swimming pool or designated sunbathing area.

# Our Website

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Business Professionals of America utilizes the website and its resources for primary communication and sharing resources with chapter advisor and members. The BPA website can be found at <http://www.bpa.org>. It is a comprehensive resource for BPA chapters, members, and advisors. BPA's latest news and updates will be shared through the website.

Visit <http://www.bpa.org> to access:

- Membership Registration System
- Conference Registration System
- Workplace Skills Assessment Program and Download Center
- Torch Award Handbook and Online Torch Registration System
- BPA Cares Handbook
- Calendar/Contacts
- Information regarding scholarships, running for office, performing ceremonies, chapter promotion materials, and more
- Up-to-the minute information, news, National Officer Blogs, and helpful articles

## Custom Chapter Sites (bpa.org)

BPA.org is proud to present new features for customizing the site for your chapter. Advisors (and appointed students) can log into the admin section of our website at <http://www.bpa.org/admin> and create custom pages and news for their chapters that integrate right into national BPA's website. National and State BPA can then recruit local news and "promote" it so that your local activities that YOU post can be seen by everyone in BPA. The system is ready for use! Go to [www.bpa.org/admin](http://www.bpa.org/admin) and try it out, or go to <http://www.bpa.org/uadmin/customsites> for more information and tutorials.

## BPA Gateway

The BPA Gateway is the BPA online, interactive community dedicated to Students, Advisors, classroom resources and chapter resources. Here you will be able to access links, tools, curriculum and communication exclusive to BPA members.

## The SOURCE

The SOURCE is an e-communication resource that is deployed bi-monthly to advisors during the months of August – May and include information updates on programs and services, partner communications and offerings as well as serve as a shared resource best practices.



## BPA Mall

Visit the BPA Mall at <https://bpa.org/mall> for graduation regalia, pins, promotional items, judges gifts, chapter products and other brand related materials.

- For official BPA blazer patches, officer pins and graduation regalia, visit the BPA Honor Store at <http://www.costore.com/bpahonorsstore/welcome.asp>.
- For official uniforms, dress shirts and more, visit <https://twinhill.com/BPA/Home.jsp>.
- For chapter t-shirts and other clothing items visit <http://www.barefootbpa.com>.
- For backpacks, polo's and other embroidery related products, visit [www.leaderpromos.com](http://www.leaderpromos.com)
- For chapter promotional merchandise, visit the BPA Promo store at <https://www.pluspromosmi.com/shop>.
- For information on clearance items, e-mail National Center at [photos@bpa.org](mailto:photos@bpa.org).

## Social Media

BPA social media is designed for up-to-the-minute news flashes targeting advisors and students. The National Officer Team utilizes social media to encourage direct student participation in decision making opportunities.

**Facebook:** <https://www.facebook.com/businessprofessionalsofamerica>

**Twitter:** @National\_BPA

**Instagram:** <http://instagram.com/bpanational>

**LinkedIn:** [http://www.linkedin.com/company/business-professionals-of-america?trk=top\\_nav\\_home](http://www.linkedin.com/company/business-professionals-of-america?trk=top_nav_home)

**Snapchat:** @National\_BPA

**YouTube:** [youtube.com/businessprofessionalsamerica](http://youtube.com/businessprofessionalsamerica)

## Webinars and Online Training

BPA Webinars are offered monthly online to students and advisors. Webinars are designed to train, inform and gather feedback. Visit <http://www.bpa.org/about/webinars>.

## Certification Series

The Certified Local Advisor Program and Students Certification Series are offered annually in the fall. Advisors and students are encouraged to join us for this six-hour in-depth review of BPA programs and offerings.

# Appendix I: Sample Local Chapter Calendar

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## SEPTEMBER

- Get acquainted party
- Organizational meeting
- Membership drive
- Member initiation
- Election of local officers
- Plan tentative calendar and budget
- State Regional meeting (fall meeting)
- Submit dues to National Office

## OCTOBER-DECEMBER

- Fundraising activities
- Visit other chapters
- Plan and work on Torch Award résumés
- Choose BPA Cares Programs to participate in
- State Officer screening
- Service projects

## JANUARY-FEBRUARY

- Business Professionals of America Week (2nd full week of February)
- Regional Leadership Conference
- Focus on BPA Cares Programs
- Develop plan for attending NLC
- Continue fundraisers
- Write and submit articles for *The Source*

## MARCH

- State Leadership Conference
- Apply for BPA Scholarships
- Apply for Quality Chapter Distinction
- Finish and submit Ambassador Torch Award résumé
- Finish and submit BPA Cares Program applications
- Apply to run for National Office

## APRIL

- Register for National Leadership Conference
- Apply for National Leadership Academy
- Apply for NLC Internships
- Final fundraising push for NLC
- National Leadership Conference

## MAY

- Awards banquet

## JUNE

- Special Olympics carnival

## JULY-AUGUST

- Summer planning meeting

## Appendix II: Sample Agenda for Organizational Meeting

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1. Call to Order - Chairperson, Organizing Committee
2. Appoint a Recorder
3. Explanation of BPA Organization - Committee Members
  - a. Overview and organization of BPA
  - b. Divisions and membership eligibility
  - c. Local, state and national activities, programs, and services
  - d. Benefits to members (organizational skills, résumé item, involvement, recognition for achievement, development of self-confidence, interaction with business community, opportunity to travel, etc.)
4. Steps necessary to charter a chapter Local Advisor
  - a. Vote to form a chapter.
  - b. Decide on number and titles of local officers.
  - c. Explain membership application process and dues.
  - d. Decide and vote on the amount to be charged for local dues, if desired. State and national dues are determined at their particular level.
5. Establish a calendar of meeting dates. Solicit chapter input for program content of future meetings.
6. Adjourn with students reciting the Business Professionals of America pledge:
  - a. *“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.”*

## **Appendix III: Sample Agenda for a Chapter Meeting**

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1. Call to Order—President
2. Roll Call—Secretary
3. Reading of the Minutes—Secretary
4. Treasurer's Report—Treasurer
5. Other Officer Reports
6. Committee Reports
  - a. Accounting—Larry Owens
  - Social—Bernice Adams
  - Fundraising—Kathy Ludwig
7. Unfinished Business
  - a. Dues Increase Name Change
8. New Business
  - a. Purchase of Folders Anniversary Celebration
9. Date of Next Meeting
10. Adjournment

## Appendix IV: Sample Local Chapter Bylaws

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This is an example of bylaws that can be used for your local chapter to use. Spaces have been left blank for you to insert specific information concerning the operations of your particular chapter. A few suggestions are listed to assist in the completion of this sample bylaws for your chapter.

### **ARTICLE I:**

Your school name or class name should be used when referring to the name of a “chapter.” Your state name should be used when referring to the name of a “state association.” The division for use in the Business Professionals of America organization are: Middle Level (middle school), Secondary (high school and associate), and Post-secondary (two-year, four-year programs, or adult education).

### **ARTICLE III:**

Officers may be elected annually by the chapter members. The administration of your chapter can be vested in: the advisor, officers, school administration, or any combination of the aforementioned.

### **PREAMBLE**

With the identification of business, information technology, and office occupations as an area of career and technical education, it has become necessary to provide student group experience for students enrolled in business education programs.

Leadership development through student groups can be effective in strengthening career and technical education for business, information technology, and office occupations. It is deemed essential that:

- There be established a career and technical student organization to serve the needs of those students enrolled in initial, refresher, or upgrading business, information technology, and/or office education programs.
- This organization be an integral part of the career and technical education curriculum preparing students for business, information technology, and office occupations.
- The organizational pattern facilitates the use of existing student groups as an integral part of the education pattern for business, information technology, and office occupations as established in law and regulation.
- This organization provides a means for individual state groups to participate as members of a national student group serving the career and technical educational needs of students enrolled in business, information technology, and office occupations programs.

## **ARTICLE I - NAME**

The name of this organization shall be Business Professionals of America, \_\_\_\_\_ Chapter and shall be associated with the (State) Association and (Middle Level/Secondary/Post-secondary) Division of the national organization.

## **ARTICLE II - PURPOSE**

The purposes of this organization are:

- To provide opportunities for chapter members in leadership and development.
- To unite in a common professional bond without regard to race, creed, sex or national origin of students enrolled in classes with business, information technology, and/or office occupations as their objective.
- To develop leadership abilities through participation in career and technical education, civic, recreational, and social activities.
- To assist students in establishing realistic employment objectives.
- To create enthusiasm for learning.
- To promote high standards in ethics, workmanship, and scholarship.
- To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic processes.
- To foster an understanding of the functions of labor, entrepreneurial, and management organizations in the American free enterprise system.
- To develop competent, assertive leaders in business education.
- To develop and strengthen members' confidence in themselves and their work.
- To provide satisfactory social and recreational activities.
- To foster practical application of business education, information technology, and/or office occupation skills through competition.

## **ARTICLE III - ORGANIZATION**

**Section 1.** Business Professionals of America, \_\_\_\_\_ Chapter is an organization operating in accordance with a charter granted by the (state) Association which is granted a charter by Business Professionals of America, Inc.

**Section 2.** The administration of Business Professionals of America, \_\_\_\_\_ Chapter will be vested in \_\_\_\_\_.

**Section 3.** The Business Professionals of America, \_\_\_\_\_ Chapter will have officers who will be elected annually by the membership. The officers, through the chapter president, will make recommendations to the advisor with respect to the welfare of the Business Professionals of America, \_\_\_\_\_ Chapter.

## **ARTICLE IV - MEMBERSHIP**

Membership in the Business Professionals of America, \_\_\_\_\_ Chapter shall consist of any student from \_\_\_\_\_ enrolled in a business education, information technology, and/or office education program as approved by the state of (state). The member must pay dues as established by the local, state, and national association; and will be eligible to hold office, participate in award programs, serve as a delegate to state and national meetings, or to otherwise represent his/her chapter in state and/or national Business Professionals of America affairs.

## **ARTICLE V - VOTING**

Local members of Business Professionals of America, \_\_\_\_\_ Chapter shall exercise their voting privilege through voting delegates at conferences. The allocation of the voting delegates from each chapter to the state and national association will be determined each year by the respective associations.

## **ARTICLE VI - OFFICERS**

Officers of the Chapter shall be elected by majority vote of the membership. Officer positions shall consist of a president, vice president, secretary, treasurer, historian, and parliamentarian. Officers elected one term shall continue to hold office until the election of officers the following term. The term of office shall be \_\_\_\_\_.

## **ARTICLE VII - MEETINGS**

Regular meetings of the \_\_\_\_\_ Chapter will be held. Parliamentary procedure for all meetings will be governed by the current edition of Robert's Rules of Order Newly Revised.

## **ARTICLE VIII - ADVISORS**

The teacher or teacher/coordinator of each business education, information technology, and/or office education program will serve as an advisor of his/her Business Professionals of America chapter.

However, an alternative advisor may be appointed as deemed necessary by the school administration.

## **ARTICLE X - EMBLEM AND COLORS**

**Section 1.** Colors are navy blue, tan, and red.

**Section 2.** The official Business Professionals of America emblem is the shield which represents the aims and objectives of the organization.

**Section 3.** The official Business Professionals of America Flag emphasizes the logo, tagline, and colors.

## **ARTICLE XI - AMENDMENTS**

To amend a bylaw, the proposed amendment must be presented in writing by the member proposing the amendment to the chapter president and chapter advisor at least ten days prior to the next regularly scheduled chapter meeting. The proposed amendment may be adopted by a two-thirds approval of the voting members.

## **ARTICLE XII - RULES, REGULATIONS, AND BY-LAWS**

The \_\_\_\_\_ Chapter of Business Professionals of America will adopt such rules, regulations, and by-laws as are deemed necessary by the members and advisors.

Date: This is the date the bylaws were approved or amended by your local chapter.



# **BYLAWS**

## **ARTICLE I - QUALIFICATIONS FOR STUDENT OFFICE**

**Section 1.** Only active members will be eligible for office in the \_\_\_\_\_ Chapter.

**Section 2.** To be eligible for office in the \_\_\_\_\_ Chapter candidates must meet the qualifications as established by the chapter advisor.

## **ARTICLE II - DUTIES OF STUDENT OFFICERS**

**Section 1.** President.

It shall be the duty of the president to preside at all business meetings; to preside over officer meetings; to make all necessary committee appointments including the designation of committee chairs; to be available, as necessary, in promoting the general welfare of Business Professionals of America.

**Section 2.** Vice President.

It shall be the duty of the vice president to serve in any capacity as directed by the president; to serve as chair of committees; to accept the responsibilities of the president as occasions may demand; and to be available, as necessary, in promoting the general welfare of Business Professionals of America.

**Section 3.** Secretary.

It shall be the duty of the secretary to serve in any capacity as directed by the president; to record the proceedings of all business and officer meetings; to be available, as necessary, in promoting the general welfare of Business Professionals of America.

**Section 4.** Treasurer.

It shall be the duty of the treasurer to serve in any capacity as directed by the president; to present any financial membership reports necessary for the division; and to be available, as necessary, in promoting the general welfare of Business Professionals of America.

**Section 5.** Historian.

It shall be the duty of the historian to maintain the Business Professionals of America, \_\_\_\_\_ Chapter yearbook; the history of Business Professionals of America, \_\_\_\_\_ Chapter; and to be available, as necessary, in promoting the general welfare of Business Professionals of America.

**Section 6.** Parliamentarian.

It shall be the duty of the parliamentarian to be responsible for the general conduct at the meeting; to rule on rules of order, should the occasion arise, during the business meetings of Business Professionals of America, \_\_\_\_\_ Chapter; and to be available, as necessary, in promoting the general welfare of Business Professionals of America.

**ARTICLE III - DUES**

The membership year shall be September 1 through August 31. Annual state and national dues shall be established by the state and national associations, respectively. It will be the responsibility of the local chapter for the submission of these dues within the deadline. Local dues may be established and handled locally.

**ARTICLE IV - AMENDMENTS**

To amend these by-laws, the proposed amendment must be presented in writing by a member to the chapter president and chapter advisor at least ten days prior to the next regularly scheduled chapter meeting. The proposed amendment must be considered at the next chapter meeting. The proposed amendment may be adopted by a majority approval of the voting members.

Date: \_\_\_\_\_