

**Business Professionals of America, Indiana Association
Chapter Advisors' Handbook
2017-2018**

Part 3

ALL ABOUT INDIANA BPA

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BUSINESS PROFESSIONALS OF AMERICA

INDIANA ASSOCIATION

HISTORY

Business Professionals of America, Indiana Association, is a state affiliate of Business Professionals of America. The original organization, known as Office Education Association (OEA), was founded in 1966 and is chartered as a non-for-profit corporation in Ohio. The name was officially changed to Business Professionals of America on July 1, 1988. Business Professionals of America, Indiana Association, is the incorporated state association for Indiana students preparing for work in the business world. The Association has a program of work, which is consistent with the aims, and goals of business education, the constitution and bylaws of the state association, and the Indiana Department of Education.

PURPOSES

The major purposes of Business Professionals of America, Indiana Association, include: leadership development, developing career/technical skills in business occupations, improving social awareness, promoting and understanding of civic responsibilities, promoting personal and professional growth, developing confidence and a spirit of competition, motivation and a spirit of cooperation, and a better understanding of business and entrepreneurship.

DIVISIONS

Business Professionals of America has four divisions:

- **Middle level:** Indiana established a Middle Level division in 2011-12. We currently have ten active chapters. Anyone interested in starting a ML chapter should contact Amy Hollingsworth at amy.hollingsworth@indianabpa.org.
- **Secondary:** Indiana has approximately 2,500 members, with over 85 active chapters. Contact Debbie Darnell at debbie.darnell@indianabpa.org.
- **Post Secondary:** We are looking to grow the division this year. The State Advisor for Post- Secondary is Brian Wolfe at brian.wolfe@indianabpa.org.
- **Alumni:** The Indiana Alumni division provides support for the other divisions and many of its members are very active at the national level.

How do I start a Secondary chapter?

Area career centers and high schools (public, charter, and private) may have a chapter of Business Professionals of America. If your school offers a sequential track of business education courses, you can establish a chapter. Once a teacher is identified as the local chapter advisor, the chapter should submit a new chapter application to the national office. A chapter start-up kit can be found on the national web site (bpa.org). Contact the State Advisor for help at debbie.darnell@indianabpa.org.

How do I start a Middle Level chapter?

Once an advisor is identified, the chapter can submit a new chapter application to the national office. A chapter start-up kit can be found on the national web site (bpa.org). If you are interested in starting a Middle Level chapter, contact Amy Hollingsworth at amy.hollingsworth@indianabpa.org

Dues: \$10 national, \$7 state

Competition at the state level & national level only (no region competition currently in Indiana)

One-day conference at SLC (\$15 registration fee)

The Middle Level has an abbreviated list of competitive events, so be sure when accessing this from the national web site (bpa.org) to look at the correct division.

The members of this division compete at SLC on Sunday and hold their awards session on the same day. There is no overnight stay.

How do I start a Post-Secondary chapter?

Contact Brian Wolfe at brian.wolfe@indianabpa.org

How do I join the Indiana Alumni Association?

If you are a former BPA member or advisor and would like to stay involved with the organization, go to bpa.org.

ACTIVITIES

All activities are designed to contribute to the overall goals of the organization and personal development of the student. As a state and nationally approved Career/Technical Student Organization, Business Professionals of America is a co-curricular organization. The program of work includes:

- **Workplace Assessment Skills Program:** Over 60 secondary competitive events and 15 ML events are offered to members with competitions beginning at the region level, and continuing through the state level and national levels. The guidelines for all competitive events can be found on the national web site (bpa.org). The events are divided into five career areas:
 - Finance
 - Business Administration
 - Management Information Systems
 - Digital Communication and Design
 - Management, Marketing & Communication
- **BPA Cares Awards Program:** This program is designed for chapters and individual members to receive recognition at the state and national level while members are engaging in worthwhile projects for the benefit their community. It is also a way to receive positive public relations for the chapter and school in the community. The list of BPA Cares Awards and their guidelines are found on the national web site (bpa.org).
- **Torch Awards Program:** This program has been developed with the Torch Ceremony as its foundation. Individual members receive points for activities in seven divisions representing the nine symbolic torches. The program:
 - Inspires members to attain the goals and ideals of Business Professionals of America
 - Promotes active participation by members at the local, region, state and national levels
 - Helps develop a better understanding of people through personal development and achievement
 - Recognizes members who have shown outstanding professional qualities
 - Information and forms may be found on the national web site (bpa.org).
- **Leadership Development:** Opportunities to develop leadership characteristics are provided to students through the following activities:
 - Local chapter officers and committees
 - State and National Officer Leadership Teams
 - Conferences that provide students with opportunities to attend break-out sessions and Leadership Academies.
- **Workshops and conferences the state organization sponsors:**
 - June: State Officer Leadership Team Orientation
 - September/October: Chapter Advisor Workshops (by region)
 - September: Fall Leadership Conference
 - December: Regional Leadership Conference
 - February/March: State Leadership Conference
 - April/May: National Leadership Conference

Finances

Financing state-level student activities

State membership dues
Regional Leadership Conference registrations
Fall Leadership Conference registrations
State Leadership Conference registrations
Sponsorships

Dispersal of funds is made to the following primary expense accounts:

Fall Leadership Conference expenses
Regional Leadership Conference expenses
State Leadership Conference expenses
State Officer Expenses
Operating Expenses

The State Officer Leadership Team (SOLT)

Six (6) state-wide officers elected at the State Leadership Conference:

- President
- Vice President of Administration
- Vice President of Chapter Activities
- Vice President of Communication
- Vice President of Member Activities
- Vice President of Public Relations

Ten (10) Region Presidents, one (1) from each region, elected at the Regional Leadership Conferences in December.

Applications are available on the Indiana web site (indianabpa.org).

Region President candidates should email their applications to Jason Hendrickson by October 27, 2017.

State-wide officer candidates must email their application to Jason Hendrickson by January 22, 2018.

State Officer Screening:

State-wide officer candidates must attend State Officer Screening in Indianapolis on February 3, 2018, where they will be required to take a general knowledge test, be interviewed, and give a 2-minute speech. All applicants receiving a combined total of 70% in these three areas will be eligible to campaign at the State Leadership Conference. The six candidates receiving the most votes at SLC will be slated into one of the state-wide offices.

BENEFITS

To the Student: Business Professionals of America benefits student members through participation, socialization, leadership, education, competition, cooperation, understanding, spirit of belonging, confidence, competence, and recognition. All of these benefits help to ensure a better student and a more competent, well-adjusted worker of the future. BPA is a co-curricular organization that provides students with reinforcement of what is learned in the classroom, as well as learning not available in the classroom, through competitive events, community service, and leadership activities.

To the School: Business Professionals of America benefits the school by providing a co-curricular organization which offers an additional teaching tool, generates enthusiasm, stimulates increased ethical behavior and pride in personal dress, improves social climate, improves school-community relations, improves school-parent relations, and improves school-student relations.

To the Community: Business Professionals of America has a beneficial effect on the growth and development of communities by involving students in civic activities, supplying greater numbers of trained employees, and promoting organizational cooperation.

EMBLEM/COLORS/TAG LINE

The Business Professionals of America emblem, which is worn as an officer pin or blazer patch, is composed of significant parts, each helping to reflect the purpose of the organization. The emblem signifies honor, dignity, and the importance of business in America.

The tag line is: Today's students. Tomorrow's business professionals.

Colors: Navy blue signifies the success achieved through leadership and professionalism. Tan represents the bountiful fields of opportunity in America. Red symbolizes the friendship obtained through teamwork in our organization.

PLEDGE

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.

CEREMONIES

Business Professionals of America ceremonies symbolize the commitment of members to the fundamental principles and purposes for which our organization stands. The ceremonies have proven to be a starting point for learning about these principles and for developing leadership skills.

The handbook for conducting ceremonies may be found on the national web site (bpa.org).

There you will find the following:

- Opening/Closing a Meeting
- Initiation of New Members
- Installation of Officers
- Torch Ceremony

COMMUNICATION

- National web site: bpa.org
 - The Source (for advisors)
 - Chapter Promotional Materials
 - On-line membership registration and reports
 - On-line national conference registration and reports
 - Workplace Assessment Skills Program (WSAP) guidelines
 - BPA Cares and Torch Programs guidelines and resumes
 - Information about current programs and activities
 - Local Advisor Certification Series
 - Scholarships
- Indiana web site: indianabpa.org
 - Chapter Advisors' Handbook (this document)
 - Fall Newsletter: An update from the State Advisor posted by the end of August
 - Fall Leadership Conference agenda and registration forms
 - Regional Leadership Conference (RLC) Newsletter: An update from the State Advisor posted in October
 - On-line registration for RLC
 - State Leadership Conference (SLC) Newsletter: An update from the State Advisor posted in January
 - On-line registration for SLC
 - Information about current programs and activities
 - Periodic Updates
- Emails:
 - Periodic messages from the Region Coordinator Advisory Council (RCAC) Chair, Tina McCloud, and/or the State Advisor with new information not included in the above or reminders of important dates and deadlines.

**INDIANA ASSOCIATION
CONSTITUTION/BYLAWS**

CONSTITUTION
of the
BUSINESS PROFESSIONALS OF AMERICA, INDIANA ASSOCIATION
and the
BUSINESS PROFESSIONALS OF AMERICA, INDIANA ASSOCIATION, INC.

PREAMBLE

Leadership development through student groups can be effective in strengthening a program of education for and about business. It is, therefore, deemed essential that:

1. Business Professionals of America will contribute to the preparation of a world class workforce through the advancement of leadership, citizenship, academic, and technological skills.
2. Business Professionals of America will be a cohesive agent in the world-wide networking of education, business, and industry.
3. Business Professionals of America will be the leading student organization in preparing a world class workforce.
4. Business Professionals of America will set a standard of excellence for student organizations.

ARTICLE I – NAME

The official name of this organization shall be the “Business Professionals of America, Indiana Association.”

ARTICLE II – PURPOSE

As an integral part of the instructional program, Business Professionals of America strengthens the business education curriculum because of the associations’ purpose to:

1. provide opportunities for practical application of classroom theory
2. improve communication skills—written, oral, nonverbal, and listening
3. teach organizational skills
4. provide experiences for application of economic concepts
5. develop problem-solving and decision-making competencies
6. develop vocational and related competencies
7. promote an understanding of the American business system
8. encourage scholarship
9. stimulate learning and advancement and allow members to demonstrate acquired skills by:
 - a. providing an avenue for individual, team, and/or chapter achievement and recognition
 - b. emphasizing job performance standards
 - c. improving employability
 - d. providing for the establishment of occupational goals
10. provide information about employment opportunities

11. facilitate intelligent career choices
12. facilitate the transition from school to work
13. promote school loyalty

The Association facilitates and encourages the development of well-rounded individuals. Therefore, membership and participation in the organization will provide opportunities to:

1. develop poise, self-confidence, and personal responsibility
2. provide opportunity for self-expression
3. develop positive work attitudes
4. teach the value of competing rather than emphasizing winning or losing
5. develop positive attitudes toward social responsibility
6. learn to respect the rights, abilities, and dignity of others
7. engage in services to the community
8. develop the qualities of civic leadership
9. instill a sense of business ethics and moral responsibility
10. learn to work together as a team
11. strengthen a student-teacher rapport
12. provide role models through students leaders, alumni, teachers, advisors, and business people
13. promote social and economic awareness
14. develop character, citizenship, and patriotism
15. develop leadership skills by enabling students to:
 - a. direct activities of the office to which elected
 - b. preside at meetings and conferences
 - c. work effectively with committees
 - d. lead and participate in group discussions
 - e. learn when to follow and when to lead as a part of a team

ARTICLE III – ORGANIZATION

Section 1. The Business Professionals of America, Indiana Association, is a state organization consisting of local chapters with established districts and operating in accordance with a charter granted by Business Professionals of America.

Section 2. The Indiana Association Executive Board of Directors shall be the Business Professionals of America, Indiana Association, Incorporated, Board of Directors. Any further reference to the association Executive Board of Directors shall mean the same. Formulation and dissemination of policies and procedures shall be vested in the Business Professionals of America, Indiana Association's Executive Board of Directors which is comprised of seven local chapter advisors, the chairperson of the District Coordinators' Advisory Council (DCAC), a Classroom Educators Advisory Council (CEAC) representative, a Middle Level Coordinator, a State Officer Coordinator, a student representative from each of the active divisions, CTSO State Advisor, and Program Specialist for Business and Marketing Education. All student representatives, the CTSO State Advisor, the Middle Level Coordinator, and the Program Specialist for Business and Marketing Education are ex-officio members. The local chapter advisors are to be elected during the Annual Meeting for three-year terms. An advisor may serve no more than four consecutive terms. The CTSO State Advisor for Business Professionals of America may appoint one adult post-secondary chapter advisor to serve as a member of the Association Executive Board. Executive Board of Directors' vacancies will be filled by Executive Board appointment, giving previously unsuccessful Executive Board candidates first consideration. The designated appointee will complete the non-expired term.

Section 3. The Executive Committee of the Board of Directors shall consist of a Chairperson and Secretary, who are to be elected at the foundation meeting of the Board of Directors each year. The Executive Committee shall be elected by a majority vote of the Board members present and will serve a one-year term. Duties of the Executive Committee are outlined in the Association state handbook entitled Presenting Business Professionals of America, Indiana Association, A Reference.

Section 4. The administration of the Business Professionals of America, Indiana Association, shall be vested in the Association Executive Board and the CTSO State Advisor. The CTSO State Advisor for Business Professionals of America, Indian Association, shall be responsible for administering the state program of activities in accordance with policies established by the Association Executive Board, and the Constitution and By-laws of the Indiana Business Professionals of America, Indiana Association. The Association Executive Board shall assume all duties and responsibilities of the organization as a governing board.

Section 5. Charters will be issued to local Business Professionals of America chapters by the Association Executive Board through the CTSO State Advisor for the Association. Only one charter will be issued per school, although more than one chapter may exist under the auspices of the charter. Where conflicts of jurisdiction may arise, the case will be referred to the Association Executive Board for decision.

Section 6. Charters may be granted to chapters in each of the active divisions: middle, secondary, postsecondary, collegiate, and alumni.

Section 7. Student officers for each division of the Business Professionals of America, Indiana Association, will be elected annually by their respective voting delegates.

ARTICLE IV – ACTIVE MEMBERSHIP

Section 1. Membership in the Business Professionals of America, Indiana Association, shall be through chartered chapters of the state association.

Section 2. Membership which shall be recognized by the Business Professionals of America, Indiana Association, are:

- A. MIDDLE LEVEL MEMBERS. Those eligible are 6-7-8th grade students who are enrolled in a middle level business, office education, career/technical, and/or information technology education program or course as approved by the state. Members must have paid current district, state, and national dues.
- B. SECONDARY MEMBERS. Those eligible are high school students who have identified a career objective in the field of business and/or are enrolled in classes which are a part of the business education program approved by the Indiana Department of Education. Members must have paid current district, state, and national dues.
- C. POST-SECONDARY MEMBERS. Those eligible are students enrolled in post-secondary coursework or an associate degree program in business education approved by the Indiana Department of Education. Members must have paid current district, state, and national dues.
- D. COLLEGIATE MEMBERS. Those eligible are students enrolled in an associate, baccalaureate, or post-secondary degree program in a four-year institution accredited by the State of Indiana with a career objective of teaching business education or employment in an office occupation. Members must have paid current district, state, and national dues.
- E. ALUMNI MEMBERS. All active alumni members must have previously been affiliated with another division as an active member in the Office Education Association or Business Professionals of America, Indiana Association. Members must have paid current district, state, and national dues.

- F. **PROFESSIONAL MEMBERS.** Those eligible are local coordinators and/or instructors of comprehensive or vocational business education programs approved by the Indiana Department of Education or identified within the State Plan for Vocational Education. Those eligible also include educators, administrators, professional business leaders, and advisory council members. Members must have paid current district, state, and national dues.
- G. **HONORARY MEMBERS.** Honorary membership may be extended to any individual making a contribution to the field of business education. Bestowal of honorary membership must be approved by the Association Executive Board.

ARTICLE V – VOTING

Section 1. Local chapters shall exercise their voting privileges through voting delegates at the Association State Leadership Conference. Each voting delegate shall be entitled to one vote.

Section 2. The number of voting delegates allocated to each local chapter is based on membership. Each local chapter will be entitled to one voting delegates plus one voting delegate for each rounded group of ten members. Each voting delegate is entitled to one vote.

Section 3. Voting delegates shall meet to transact business relating to the state organization.

Section 4. Voting privileges or voting delegates for the Middle Level shall be determined by the Executive Board of Directors.

ARTICLE VI – MEETINGS

Section 1. The Association State Leadership Conference shall be held annually with the time and place to be selected by the Association Executive Board. The official Annual Meeting of Business Professionals of America, Indiana Association, shall be held in conjunction with the Association State Leadership Conference.

Section 2. The Association Executive Board shall be empowered to call special meetings.

Section 3. Parliamentary procedures of all meetings will be governed by Robert’s Rules of Order, Newly Revised.

ARTICLE VII – AMENDMENTS

To amend this constitution, the proposed amendment must be presented in writing by the local chapter proposing the amendment to the CTSO State Advisor Business Professionals or to the Chairperson of the Association Executive Board at least 90 days prior to the Association State Leadership Conference. The Association Executive Board has the responsibility to correct the proposed amendment but must not alter its purposes. All submissions will be evaluated by the Association Executive Board to determine if the proposed amendment follows Article II-Purpose of the constitution. If the proposed amendment is in keeping with the Article II-Purpose then the amendment will proceed. If the amendment fails to keep with the Article II-Purpose, the amendment fails. The CTSO State Advisor for Business Professionals will then be responsible for informing all local chapters by written correspondence 30 days before the Association State Leadership Conference. All amendments must be voted upon at the Association State Leadership Conference by the Association voting delegates. Voting delegates at the Association State Leadership Conference must approve the proposed amendment by a $\frac{3}{4}$ majority.

**BYLAWS
of the
BUSINESS PROFESSIONALS OF AMERICA, INDIANA ASSOCIATION
and the
BUSINESS PROFESSIONALS OF AMERICA, INDIANA ASSOCIATION,
INC.**

ARTICLE I – CRITERIA FOR STATE OFFICER LEADERSHIP TEAM CANDIDATES

Section 1. The Association State Officer Leadership Team shall consist of **President, Vice President—Administration, Vice President—Communications, Vice President—Chapter Activities, Vice President—Member Activities, Vice President—Public Relations**, and one (1) District President from each of the designated districts.

Section 2. To be eligible for office, the candidate must be a dues-paid member.

Section 3. Candidates must meet the qualifications as established by the Association Executive Board.

Section 4. Any candidate will be automatically disqualified from candidacy for violation of any rule adopted.

ARTICLE II – CRITERIA FOR NATIONAL OFFICER CANDIDATES

National officer candidates will meet the same qualifications as stated by By-Laws, Article I, Sections 2, 3, and 4.

ARTICLE III – PROCEDURES

Section 1. State officers will be elected by a plurality vote of the voting delegates at the Association State Leadership Conference.

Section 2. The term of office shall be from the conclusion of the National Leadership Conference, immediately following the State Leadership Conference at which the officers are elected, until the conclusion of the following National Leadership Conference.

Section 3. In the event a state officer is unable to fulfill-his/her term of office, a successor may be appointed by the Association Executive Board as outlined in the Association state handbook entitled Presenting Business Professionals of America, Indiana Association, A Reference.

ARTICLE IV – DUTIES OF STUDENT STATE OFFICER LEADERSHIP TEAM MEMBERS

Section 1. Upon recommendation of the CTSO State Advisor of Business Professionals of America, Indiana Association, and with the majority agreement of the Association Executive Board, any officer who does not carry out his/her duties shall be removed from office.

Section 2. President. It shall be the duty of the president of each division to preside at all business meetings of that division, to make all necessary committee appointments including the designation of

committee chairperson; to develop a program of work for his/her term of office; and to make himself/herself available, as necessary in promoting the general welfare of the Association.

Section 3. Vice President—Administration. It shall be the duty of the Vice President—Administration of each division to serve in any capacity as directed by his/her president; to serve as chairperson of the student committees of that division; to record the proceedings of any business and State Officer meetings of his/her division; to accumulate the minutes and/or proceedings of all committee meetings of his/her division; to accept the responsibility of his/her president as occasions may demand; and to make himself/herself available, as necessary, in promoting the general welfare of the Association.

Section 4. Vice President—Chapter Activities. It shall be the duty of the Vice President—Chapter Activities of each division to serve in any capacity as directed by his/her president; to direct the Special Recognition Program, and to make himself/herself available, as necessary, in promoting the general welfare of the Association.

Section 5. Vice President—Communication. It shall be the duty of the Vice President—Communications of each division to serve in any capacity as directed by his/her president; to maintain the State Officer Leadership Team website in accordance with the policy of the Department of Education, and to make himself/herself available, as necessary, in promoting the general welfare of the Association.

Section 6. Vice President—Member Activities. It shall be the duty of the Vice President—Member Activities of each division to serve in any capacity as directed by his/her president; to direct the Torch Program, and to make himself/herself available, as necessary, in promoting the general welfare of the Association.

Section 7. Vice President—Public Relations. It shall be the duty of the Vice President—Public Relations of each division to serve in any capacity as directed by his/her president; to encourage current sponsors of Indiana Business Professionals of America to continue their support and to contact other individuals, companies, and organizations to become sponsors; and to make himself/herself available, as necessary, in promoting the general welfare of the Association.

Section 8. District Presidents. It shall be the duty of district presidents to preside at all business meetings of their respective districts; develop a program for their respective district and term of office; and to make themselves available as necessary, in promoting the general welfare of the Association.

A detailed listing of specific duties and responsibilities for each state officer may be found in the State Officer Candidate section of Presenting Business Professionals of America, Indiana Association, A Reference.

ARTICLE V – NATIONAL VOTING DELEGATES

Section 1. In accordance with the number of national voting delegates allotted to this state, the order of designation shall be President, Vice President—Administration, Vice President—Chapter Activities, Vice President—Communication, Vice President—Member Activities, Vice President—Public Relations, District Presidents, President-elect, Vice President—Administration-elect, Vice President—Chapter Activities-elect, Vice President—Communication-elect, Vice President—Member Activities-elect, Vice President—Public Relations-elect, District Presidents-elect, to be designated by the CTSO State Advisor of the Association and the State Officer Leadership Team.

Section 2. Alternates, when the necessity arises, shall be appointed by the Association State President or a Vice President during the National Leadership Conference.

ARTICLE VI – FINANCES

Section 1. Local and district dues may be assessed.

Section 2. State dues shall be established by the Association Executive Board of Directors.

Section 3. National dues shall be established by the National Business Professionals of America Board of Directors.

Section 4. Honorary members shall be exempt for any and all dues.

Section 5. All state and national dues will be collected by local chapters and forwarded to the designated person(s) by the due date.

Section 6. The Indiana BPA Staff will be responsible for all financial matters. This will include the deposit of all monies in a bank, payments by check, and the recording of all receipts and payments. A financial statement shall be provided to the Association Executive Board on a regular basis. A financial review committee, not to include the Department of Education, will review the state books during the month of July. Upon presentation of the committee report, the Indiana BPA Staff shall prepare all necessary state and federal tax forms and supporting financial documents and submit them to the proper authorities.

Section 7. Association activities shall be financed by membership dues and other Association Executive Board approved sources.

Section 8. Upon dissolution of this organization, all assets remaining after all outstanding debts and encumbrances are satisfied will be distributed to all active chapters on a per capita basis.

ARTICLE VII – AMENDMENTS

To amend these by-laws, the proposed amendment must be presented in writing by the local chapter proposing the amendment to the CTSO State Advisor or the Chairperson of the Association Executive Board of Directors at least 60 days prior to the Association State Leadership Conference. The Association Executive Board has the responsibility to correct the proposed amendment but must not alter its purpose. The CTSO State Advisor for the Association will then be responsible for informing all local chapters by written correspondence 30 days before the Association State Leadership Conference. All amendments must be voted upon at the Association State Leadership Conference by the Association voting delegates. Voting delegates at the State Leadership Conference must approve the proposed amendment by a 2/3 majority.