

**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, Indiana 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 6-7-8<sup>th</sup> 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.

<p style="text-align:center"><b>BYLAWS</b> <b>of the</b> <b>BUSINESS PROFESSIONALS OF AMERICA, INDIANA ASSOCIATION</b> <b>and the</b> <b>BUSINESS PROFESSIONALS OF AMERICA, INDIANA ASSOCIATION, INC.</b></p>
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**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.