

Business Professionals of America

Constitution

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## Article I – Business Professionals of America

Section 1 – Information

1. Business Professionals of America is the premier CTSO (Career and Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields. BPA has 45,000 members in over 1,800 chapters in 25 states and Puerto Rico.

## Article II – Objective

Section 1 – Mission Statement

1. The mission of Business Professionals of America is to contribute to the preparation of global professionals through the advancement of leadership, citizenship, academic, and technological skills.

Section 2 – Vision Statement

1. Business Professionals of America is committed to being the premier intracurricular career and technical student organization. Members will demonstrate success by becoming highly skilled and competent professionals contributing to the evolving global market.

## Article III – Members

Section 1 – Eligibility or Qualifications for Membership

1. Individual BPA members will be considered in good standing if they meet the following requirements:
   1. Attend 50% of general meetings
   2. Pay dues as stated in Article III Section 3
   3. A student of Finlandia University
   4. Must follow student guidelines as stated in Finlandia University Student Handbook 2017-2018

Section 2 – Fees or Dues

1. To become an official member a cost of membership of $25f per year is required
   1. $14 National dues
   2. $11 State dues
   3. Additional fees (voted on by BPA chapter officials)
2. Deadline
   1. To be voted on by officials elected
   2. Can be no later than February 1st of active year
3. Non-Paying Attendees
   1. If an attender is past due date of final registration as stated in Article III Section 3 B, all accreditation and services provided will be void.
4. Payment of Dues
   1. All dues must be submitted during an official meeting of the Finlandia University Business Professionals of America Chapter to be recognized by the organization.
   2. Checks may be filled out to Finlandia University
   3. All payments shall be received by official voted member of Finlandia BPA.
   4. All payments must be recorded with name, date, and recipient.

Section 3 – Rights of Membership

1. Every member has the right to seek audience with the officers of the chapter.
2. Each member has the right to vote during elections
3. Complaints must be submitted to the secretary of the BPA chapter in writing including date, name (unless anonymity is requested). If the complaint is about a member violating campus rules, the member is to seek audience with an advisor or campus staff.
4. Member meeting rights are as described by Roberts Rules of Order edition 11

## Article IV – Officers

Section 1 – Officer List in Order of Rank and Duties

1. President
   1. Lead official member of Finlandia University BPA chapter in all capacities
      1. Shall precede over meetings and up hold Robert’s Rules of Order under the 11th Edition
   2. Act as a direct source of communication between the Advisors of the BPA chapter.
   3. Be responsible for the direction and vision of the BPA Chapter, and serve as the communication link between the BPA and officials.
   4. Represent the BPA in various capacities
      1. Representation on campus
      2. Representation in the community
      3. Representation of official business
      4. Voted on responsibilities
   5. Establish a regular communication network on campus, particularly communication regularly with the BPA advisors.
   6. Shall follow the progress of committee activities
   7. Have such other responsibilities and duties as may normally be associated with an office of president.
   8. Assist in BPA sponsored events
   9. Sign non-disclosure agreement
2. Vice President
   1. Act on behalf of the President when he/she is unavailable.
      1. Held to the same responsibilities as the President is.
   2. Keep open communication with student body and bring student concerns to the chapter
   3. Assist in BPA sponsored events
   4. Coordinate any projects initiated by BPA not covered by committees
   5. Shall follow the duties as assigned by the President, or assist others of BPA in their assignments.
      1. President of BPA may not abuse this right.
      2. Abuse of this right shall be put to a vote during a private BPA meeting.
   6. Sign non-disclosure agreement
3. Secretary
   1. Responsible for documenting minutes from meetings and emailing them to the President within 24 hours of scheduled meeting
   2. Shall represent the Vice President in his/her absence.
   3. Meeting minute report
   4. BPA contact for publicity of Chapter related
      1. Materials
      2. Documents
      3. Information
      4. Etc.
   5. To follow minute format specified by officers.
   6. To research and know Torch material
   7. BPA positions for inclusion in university publications
   8. Assist in BPA sponsored events
   9. Scheduling meetings with committees/members with officers
   10. Responsible for scheduling as well as maintaining the BPA email by checking it daily.
   11. Sign non-disclosure agreement
4. Treasurer
   1. Responsible for documenting all financial transactions that are to be documented and submitted into BPA chapter filing system
      1. BPA budget
      2. Filing system
      3. Reports at general meeting of current expenditures and balance
      4. Records
      5. Upkeep of bank account at Superior National Bank
   2. Scheduling includes setting up facility and Equipment rentals.
   3. Prepare
   4. Be responsible for filling out proper state forms concerning BPA chapter Finances as Directed by the President and/or BPA chapter rulings.
   5. Be responsible for collecting any BPA revenues and preparing and maintaining the financial books and records of the BPA chapter.
   6. Preparation of monthly financial reports and a summary of BPA funds.
   7. Other duties as assigned
   8. Sign non-disclosure agreement
5. Activity Director
   1. Shall be the Finlandia University’s campus contact
   2. Research all activities and events of the national BPA
   3. Plan events and work with general members
   4. Head of event committee
      1. Authority to appoint committee members as needed
   5. Maintain contact list for all members including: email, first name, last name, year of college
   6. Assist in BPA Sponsored events.
   7. Other duties as assigned.
   8. Sign non-disclosure agreement
6. Non-Voting Advisors (NVAs)
   1. BPA chapter shall have three faculty or staff advisors.
   2. Advisors are responsible for aiding the BPA chapter in all capacities.
   3. Advisors have the power to veto any action if it is clearly against University policy(ies).
   4. May deny funding request from BPA or member if it is seen as unjust or unnecessary.

Section 2 – Attendance

1. General BPA Meetings
   1. A BPA Member/Officer may be excused by notifying the BPA Secretary/Treasurer with two days advanced notice via e-mail and reason within regulation of Article IV, Sec. 3.
   2. Failure to attend 75% of meetings will be met with disciplinary action as stated in Article IV, Section 4.
2. Private BPA Meetings
   1. In the necessity for a private meeting, all officers and at least one advisor must be present.
3. Reasonable Excuse of Absence
   1. All known absences must be reported to the Secretary or President within 72 hours of attendance required event
   2. Family emergencies
   3. Athletic responsibilities
   4. Other
      1. Voted on excuse. (Absent member may not vote. If tie ensues, advisors must decide)

Section 3 – Term of Office

1. All officers have office from the first meeting of the academic year to the last meeting of academic year.

Section 4 – Resignations and Disciplinary Action

1. Resignations must be submitted in writing to the President, Vice President or advisors of the Finlandia University Business Professionals of America chapter. (See Article IV, Section 6, subsection i, for passing of information)
2. Reinstatements will be extended to any member who meets Article III Section 2 Requirements
3. Disciplinary Action
4. When an act of a member of BPA is in question
   * 1. The member shall be notified by one or both of the Non- Voting Advisors.
     2. The notified member shall respond back to both of the Non-Voting Advisors.
     3. To be included in the response:
     4. a statement of apology
     5. a statement of action to correct accusation
     6. future plans to avoid incidence
5. A warning shall take place once an action taken that is against, or not following the guidelines of BPA.
6. Impeachment
   1. A petition signed by at least four (3) of the six (5) of the seated officers, or 2/3rds, shall be presented to the Non-Voting Advisors, asking for removal of an elected official from that official’s elected post.
   2. Once an impeachment has occurred, a formal letter will be written and signed by either the BPA President or the Non-Voting Advisors.
      1. The letter will be presented to the impeached officer within 48 hours of impeachment.
   3. The BPA member who has been impeached has the right to appeal to the BPA and ultimately to the Non-Voting Advisors.
   4. Any individual subject to impeachment proceedings shall be entitled to a fair and equitable hearing at which time charges will be presented with an opportunity for refutation at the next regularly scheduled meeting.
   5. Upon a successful impeachment from office, that office shall immediately be declared vacant.
   6. During the first initiation of impeachment and through the continued responses and debates, those who are not being considered for impeachment may not discuss outside of closed meetings in the consideration of impeachment.
   7. May not discuss closed meetings with the general student body
   8. May not discuss meeting details with one in consideration to be impeached
   9. May not discuss opinions and debate of impeachment outside of closed meetings
   10. Impeached officer is required to follow rules of Article IV, Section 6, subsection i, for passing of information.
7. Replacement of Impeached/Resigned Official
   1. In the event of resignation, impeachment, or other termination of the President, the Vice-President shall take over duties and responsibilities of the President.
   2. If the Vice-President needs replacement, the President shall have the power to appoint an active member of the BPA (who follows Article III Section 2 of BPA By-laws) to fill the vacant position.
      1. Until a special election can be held from among the BPA officials
   3. Replacement for the Vice-President, Secretary/Treasurer, Activities Officer, CCR, GDA shall be elected by the current BPA officers by Secret ballot during the next meeting.
   4. Only a Member/Officer who vacates a position will be replaced by one of the remaining Members/Officers in a majority vote to maintain an equal geographical representation.
   5. Any Member/Officer who has been dismissed from office because of absences will automatically be replaced through above procedures.

Section 5 – Process of Election

1. Official positions are elected on the First meeting of academic year.
   1. All general members have the right to vote
      1. All students who show up for first meeting of the BPA are stated as temporary voting members for elections.
2. BPA members can only run for two of the five positions
3. Passing of information
   1. Elected officials will have the duty of passing along current knowledge of all responsibilities of position along with but not limited to: unfinished business, contact numbers, accounts payable, accounts receivable, passwords and usernames of official BPA chapter accounts (after non-disclosure agreement is submitted).

### Article V – Meetings

Section 1 – General Meetings

1. Regular meetings, that the General Student Body can attend, shall be held once per week (unless specified differently by the officers) during both Fall and Spring semester of the academic year.
2. Enactment and enforcement of legislation aimed at accomplishing the objectives of the BPA members shall be carried out.
3. Officers must act as representatives of the BPA, advisors and all others of Finlandia University.
4. Must be accessible to the Student Body.
5. BPA chapter shall act as the voice members and take all courses of action with the best interest of the majority/entire of the members in mind.
6. All meetings shall start and end on time if quorum is recognized as stated in Article V, Section 4
7. Each Member/Officer of the BPA chapter required to fulfill their duties outlined in Article IV.
   1. Failure of a Member/Officer of the BPA to consistently fulfill these duties will result in the disciplinary action as outlined in Article IV

Section 2 – Annual Meetings

1. The President and Vice-President of BPA chapter are to meet once per semester with the main advisor of the BPA chapter.

Section 3 – Private Meetings

1. Subjects that require special attention can be discussed at a private meeting.
   1. Private meetings consist of BPA officers and if possible, 1 advisor.
2. Private meetings must be planned on officer’s own time
3. Must have a quorum to conduct business

Section 4 – Quorum

1. Minimum requirement of officers to conduct business
   1. 3 and an advisor

### Article VI – Advisors

Section 1 – Appointed Advisors

1. Finlandia University shall appoint the advisors of the Finlandia University Business Professionals of America chapter.

Section 2 – Duties

1. To be the final decision of votes that are tied by BPA officers.
2. To provide official advice and guidance on topics
3. To rule expenditures as unjust and revoke spending on specified items. (Requires vote of advisors)

### Article VII – Parliamentary Authority

Section 1 – Parliamentary Procedure

1. Meeting shall follow the procedures of Robert’s Rules of Order from the 11th Edition.

Section 2 – Agendas

1. Agendas shall be organized before all meetings and emailed to officers 24 hours before meeting
2. Agendas shall follow select order as follows (additions may be made preceding meetings but may not take away from original order)
   1. I.) Call to Order

II.) Opening Ceremonies

III.) Minutes of the Previous Meeting

IV.) Reports of the Elected Officers; in order of:

* + 1. President
    2. Vice-President
    3. Secretary
    4. Treasurer
    5. Activity Director

V.) Reports of Non-Elected Officers/Members; in order of:

1. Appointed Committee Official
2. Non-Voting Advisor

VI.) Unfinished business and General Orders

VII.) New Business

VIII.) Announcements or Program

IX.) Adjournment

### Article VIII – Committees

Section 1 – Creation of committee

1. Must be voted into creation by majority of officers during official BPA meeting
   1. Set officer in charge of committee
      1. Officer may then appoint members as needed

Section 2 – Power

1. All actions must be placed in front of the officers during a meeting (request should be made as a formal addition to New Business to the secretary)

### Article IX – Amendment of the Bylaws

Section 1 – To be Considered for Approval

1. Amendments to these bylaws must be presented in writing at a regular meeting of the BPA.
2. Any proposed amendment to these bylaws must be put to a vote at a regular meeting of BPA one (1) to three (3) weeks after it initial presentation to BPA.
3. An amendment may be proposed by any member of BPA following the procedures outlined in Article IX these bylaws.

Section 2 – To be Adopted

1. The amendment must receive three-fourths (¾) supermajority vote of approval at this regular BPA Meeting

Section 3 – Record

1. A record of all amendments to these bylaws must be kept by head advisor to the BPA, as an appendix to the bylaws.