



**Business Professionals of America  
Minnesota Association  
College Division**

**Policies and Procedures Manual**

**Adopted by the  
Board of Directors**

**July 2009**

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**BUSINESS PROFESSIONALS OF AMERICA  
MINNESOTA ASSOCIATION  
COLLEGE DIVISION**

**POLICIES AND PROCEDURES HANDBOOK**

**I. Organization**

- A. The purpose of this document is to provide consistent guidelines for state chapter operations. The state association shall follow all guidelines and procedures as outlined in the national and state constitutions.
- B. The administrative representative for the organization shall be the Executive Director. The Executive Director is directly responsible to the Board of Directors.
- C. The Board of Directors shall take under consideration and make decisions regarding situations/conditions that arise where neither national handbook nor state constitution policy or procedure has been established.
- D. A copy of the Constitution and Bylaws of the Business Professionals of America (BPA), Minnesota Association, College Division, shall be available at [www.mn-bpa.org](http://www.mn-bpa.org).
- E. The College Division is governed by the Constitution and Bylaws of the organization.
- F. The Business Professionals of America, Minnesota Association, College Division is an organization of local chapters in the State of Minnesota, each operating in accordance with a charter granted by the Business Professionals of America, Minnesota Association, Inc.
- G. The operating policy of the corporation shall be managed by the Board of Directors, as stated in their constitution.

**II. Board of Directors**

- A. The Board of Directors is the governing body of the state association and shall oversee all affairs of the organization.
- B. The Board of Directors shall consist of the following members:
  - 1. Six (6) Division Representatives;
  - 2. Two (2) Accounting/Finance/Business Administration Educator Representatives;
  - 3. Two (2) Administrative Support Educator Representatives;
  - 4. Two (2) Computer Careers Educator Representatives;
  - 5. Two (2) Members at-large;
  - 6. One (1) Member of the State Officer Team;
  - 7. The CEAC (Workplace Skills Assessment Program) Representative;
  - 8. One (1) Alumni Representative; and
  - 9. The Executive Director, Alumni Director, and past chair shall serve as ex-officio members.
- C. The Board of Directors shall be elected by the chapter advisors. Election shall be held at the Professional Development Conference. The newly-elected board members shall assume their term of office at the first official board meeting following the Professional Development Conference. Each state-chartered chapter shall be given one vote. In their absence and the absence of a proxy, no vote will be cast or counted for the chapter.
- D. Each member of the Board of Directors shall serve a three-year term. Board members may serve two consecutive terms after which there is a minimum of one year off the

Board before the member may be re-elected. The past chair shall serve for a one-year term.

- E. The officers of the Board of Directors shall consist of the chair, vice chair, secretary, treasurer, and CEAC representative, and the officers shall constitute the Executive Committee. Their duties are as follows:
  - 1. The Chairperson of the Board of Directors shall preside over all meetings of the Board of Directors, appoint such committees as the Board deems necessary, serve as special counsel for the Board as occasions may demand, and otherwise represent the Association as necessary.
  - 2. The Vice Chairperson of the Board of Directors shall serve in the absence of the Chairperson and shall perform such duties as the Chairperson may direct.
  - 3. The Secretary shall record minutes and distribute copies to each Board Member within twenty-one (21) days following each meeting and shall perform other duties as the Chairperson may direct.
  - 4. The Treasurer shall serve as financial advisor to Business Professionals of America, Minnesota Association, College Division and shall work with the Executive Director.
  - 5. The CEAC (Classroom Educators Advisory Council) representative is appointed by the Chairperson from the Board of Directors. The CEAC representative shall act as liaison between the State and National Business Professionals of America organizations
- F. The chairperson, vice chairperson, secretary, and treasurer of the Board of Directors shall be elected annually by the board members at the Professional Development Conference and will serve a one-year term. The CEAC representative is appointed by the Chairperson of the Board of Directors and shall serve a three-year term.
- G. The duties of the Board of Directors shall be to:
  - 1. Approve budgets for statewide conferences and activities no less than 30 days prior to conferences and activities.
  - 2. Approve state officers' program of work.
  - 3. Approve expenditures in excess of \$1,000.
  - 4. Approve the operating budget for the organization at the summer board meeting.
  - 5. Approve all year-end financial reports no later than July 31.
  - 6. Establish student and professional dues annually at the beginning of each fiscal year.
  - 7. Work with the Executive Director, the State Officer Team, alumni, and other groups within the state, to maintain the identity of Business Professionals of America.
  - 8. Collaborate with the State Officer Team to provide long-range planning for Business Professionals of America, Minnesota Association, College Division.
  - 9. Establish necessary committees and/or task forces to ensure the growth and development of the association.
  - 10. Maintain a working relationship with National Business Professionals of America to ensure meaningful activities for members.
  - 11. Set other fees as defined by the Constitution and Bylaws.
- H. Members of the Board of Directors shall be reimbursed for meals, lodging, travel, and incidental costs when attending any board meeting for which their campus does not reimburse them. Reimbursement rates will be set at the summer Board meeting.

- I. Standing Committees are appointed at the Professional Development Conference for a one-year term to carry out a committee charge as determined, in writing, by the Board Chairperson and/or the executive committee. All standing committee members shall be appointed by the Board Chairperson. Standing Committees shall consist of the following:
  - 1. Finance: The committee shall review, evaluate and make recommendations annually to the Board of Directors on any matters pertaining to the state dues structure, matters of financial operation and budgets for the association.
  - 2. Policies and Procedures: The committee shall review existing Board Policy, at least annually, and make recommendations for change. The committee shall be responsible to keep the Policy and Procedure Manual current.
- J. Ad Hoc Committees: The Board Chairperson shall appoint ad hoc committees when deemed advisable to enhance the work of the association and when a task falls outside the normal activities handled by standing committees.
- K. All committees and/or task forces shall be chaired by a member of the Board of Directors as designated by the Chairperson for a one-year term.
- L. A task force may be appointed by the Board to develop and update programs and make recommendations helpful to the association. Task Force members may be members of the Board of Directors, student members, or others appointed by the Chairperson.
- M. Board meeting notices shall be made in writing. All Board members must be sent meeting notification and an agenda at least fifteen (15) days before the meeting is to be held.
- N. Any business not on the agenda may be presented or introduced if time allows and if the Board of Directors agrees.
- O. Board of Directors meetings are open to any member of Business Professionals of America. No attendee other than a board members present may address the Board unless called upon by the Chairperson.
- P. Should a Board member fail to perform Board responsibilities without good reason, there shall be a warning of the first offense and dismissal shall follow the second offense. The Board Chairperson shall issue said warning or dismissal upon approval by the Board of Directors. Should a Board member display conduct not fitting the office, a quorum of the Board may vote the dismissal of said member.
- Q. Any Board vacancy occurring other than by expiration of the term of a member shall be filled by appointment of the Board of Directors or at the next election, at the discretion of the Board.
- R. A quorum shall consist of a simple majority of the Board of Directors.
- S. Board members shall attend all statewide conferences and the National Leadership Conference unless excused.

### III. Executive Director

- A. The duties of the Executive Director are as follows and shall be performed in a timely manner:
  - 1. The Executive Director is the administrative representative for the association and is responsible to the Board of Directors.
  - 2. The Executive Director shall serve as an ex-officio member of the Board of Directors and shall furnish a written report including activity summary, conference

information, and financial and budgetary information to the Board at each regularly scheduled meeting.

3. The Executive Director shall be responsible for the receipt and disbursement of finances for the association and shall furnish an annual financial statement.
4. The Executive Director shall prepare year-end financial reports, which is subject to the approval of the Board of Directors
5. The Executive Director shall authorize all expenditures from Board of Directors' approved budgets.
6. It is the responsibility of the Executive Director to serve as liaison with other student organizations in Minnesota and with the Minnesota Foundation for Student Organizations.
7. The Executive Director shall approve all state officer travel expense reports and other officer expenditures in accordance with the approved budget.
8. The Executive Director shall be responsible for collecting state membership dues and keeping a database of membership.

#### B. Other Duties

1. Provide administrative support by
  - a. Answering telephone, e-mail, fax and correspondence relating to BPA;
  - b. Maintaining a database of every member school;
  - c. Maintaining contact with chapter advisors;
  - d. Printing materials for the organization;
  - e. Arranging meeting space for meetings and conferences;
  - f. Maintaining a close working relationship with the Board of Directors and advisors; and
  - g. Preparing and distributing agendas for regularly scheduled meetings
2. Plan and Participate in
  - a. State fall and spring conferences;
  - b. Board of Directors meetings;
  - c. National leadership conferences; and
  - d. Activities for assisting chapter advisors with national leadership conference activities.
3. Plan and implement officer training for state officers.
4. Work with the Board of Directors to develop and complete a plan of action.
5. Attend State Association Advisory Council (SAAC) and other meetings as called.
6. Promote membership growth and business partnerships.

#### IV. Business Professionals of America, Minnesota Association, College Division Structure

##### A. Membership

1. The association of any local chapter of the State of Minnesota may be chartered as a member of Business Professionals of America, Minnesota Association, College Division upon the approval of the Board of Directors.
2. The membership year shall be September 1 through August 31, inclusive.
3. Active members shall be students enrolled in the current academic year in any college course with an interest in business and/or related fields as approved by MNSCU or other accrediting education agencies.

- B. Dues
  - 1. Local chapter advisors shall submit state membership dues to the State Association by established deadlines each year.
  - 2. Annual dues for membership shall be established by the Board of Directors.
- C. Voting Rights and Privileges
  - 1. Each chapter of Business Professionals of America, Minnesota Association, College Division shall exercise its membership voting privileges through voting delegates. Each chapter shall be granted three (3) voting delegates plus additional delegates, based on their paid student memberships received in the state office for that year. Additional votes shall be determined by multiplying the chapter student membership total by a factor of .008 and rounding to the nearest whole number.
- D. Officers
  - 1. Officers for the College Division shall be elected by the voting delegates present at the Professional Development Conference of the association.
  - 2. State officers shall consist of a state president, an executive vice president, a recording vice president, a vice president of public relations, and a vice president of professional management.
  - 3. Only active members of the Business Professionals of America, Minnesota Association, College Division are eligible for state office in this division.
  - 4. To be eligible, a candidate must have a scholastic average of 2.5 or higher (with an "A" letter grade being equivalent to 4.0).
  - 5. Each chapter may submit a maximum of three (3) candidates.
  - 6. The state officers shall be elected by secret ballot majority vote of the authorized voting delegates at the Professional Development Conference.
  - 7. If there are not enough candidates to fill the designated offices at the Professional Development Conference, the Board of Directors shall take under consideration and approve an alternative method for filling the offices.
  - 8. Should an officer be unable to perform the expected activities, the officer must submit a resignation. If an officer is no longer an active member, the officer position may be declared vacant.
  - 9. Should an inactive officer not submit a resignation, the Executive Director shall notify the officer, local chapter advisor, and Board of Directors of the intent to declare the position vacant.
  - 10. In the event that the Board of Directors has determined that the officer is not fulfilling his/her duties as a state officer, the following procedures will be followed:
    - a. A certified letter must be sent from the Executive Director to the particular state officer, with a copy to the local advisor, stating the concern surrounding the issue. The Executive Director shall allow ten (10) working days for delivery of written notice. The officer shall have five (5) working days after receipt to respond to the notice.
    - b. If the area of concern has not been rectified or a timely response has not been received, the officer will receive a second notice (by certified mail) stating the concern, with a copy to the local advisor. The Executive Director shall allow ten (10) working days for delivery of written notice. The officer shall have five (5) days after receipt to respond to the notice.

- c. In the event that the situation is still not rectified, a personal interview between the officer and Executive Committee shall take place. At the time of that interview, one of two courses of action shall be followed: 1) The officer resigns (an officer's not attending this personal interview shall be declared an automatic resignation); or 2) The officer continues in his/her position but with written expectations, consequences, and outcomes. The officer will sign a statement stating that he/she understands and agrees with conditions set forth in the written document. The Executive Committee shall perform any follow-up activities for the written expectations, consequences, and outcomes.
  - d. If an officer is to be terminated, the Executive Director shall notify Board Members and then send the officer a certified letter of termination. The officer will be terminated immediately as of the date of that certified letter.
  - e. The cost of the uniform will be reimbursed to the State Association upon noncompletion of the term of office by the terminated officer.
11. In case of resignation or inability of an officer to execute designated duties, with the exception of President whose position is automatically assumed by the Executive Vice president, the office of the executive vice president may be filled by appointment by the Board of Directors.
12. The requirements and duties of candidates for state officers are as follows:
- a. Be prepared to meet all of the prescribed duties and responsibilities as stated in this Business Professionals of America, Minnesota Association, College Division Constitution and Bylaws.
  - b. Attend officer training conference following his/her installation as officer. (Approximate time requirement is 3 days.)
  - c. Attend State Leadership Conference as scheduled by the State Officer Team. (Approximate time requirement is 4 days.)
  - d. Attend Professional Development Conference during his/her term of office. (Approximate time requirement is 4 days.)
  - e. Attend officer meetings throughout his/her term of office as called by president and/or Executive Director.
  - f. Provide guidance, leadership and inspiration to all members.
  - g. Represent the views of the membership.
  - h. Maintain all correspondence prepared in proper format and style.
  - i. Wear the official uniform when representing the association in an official capacity.
  - j. Submit a monthly report of activities for the month to the Executive Director.
  - k. Participate in monthly officer team meetings utilizing an agreed upon method of communication (in-person, telephone, e-mail, other).
  - l. Carry out their responsibilities, but not let the responsibilities interfere with continuing education.
  - m. Be excluded from serving on state or chapter nominating committees endorsing potential candidates and becoming involved in any state campaign activities (except their own).
  - n. Recommend annual special programs, changes to current policies, and voting, election and campaign procedures.

- o. Refrain from usage of tobacco products and consumption of alcoholic beverages when in uniform or representing the State Association.
- p. Refrain from other inappropriate behavior as per Student Code of Conduct.
- 13. The Board of Directors may remove an officer for inappropriate behavior as described in the student Code of Conduct.
- 14. Individuals elected as state officers at the Professional Development Conference shall hold office from the adjournment of the meeting at the Professional Development Conference until the adjournment of the following Professional Development Conference.
- 15. The official state blazer color shall be navy blue with the Business Professionals of America logo worn over the left breast pocket.
- 16. State officers shall be reimbursed for meals, lodging, and travel while representing the state association, according to the budget and procedures adopted by the Board of Directors.
- 17. All state officer travel expense reports and other officer expenditures must be approved by the Executive Director in accordance with approved budget.
- 18. State officer expense claims older than sixty (60) days shall not be honored.

#### V. Voting Delegates

- A. Voting delegates must adhere to the following rules:
  - 1. All voting delegates must be active members.
  - 2. All voting delegates must wear their voting delegate ribbon to the Professional Development Conference and must be present during the roll call, or they will forfeit their voting rights. Voting delegates must remain in their designated area throughout the entire voting delegate session or risk loss of their voting privileges.
- B. Alternate Voting Delegates
  - 1. Each chapter will be allowed alternate voting delegates.
  - 2. These alternates may replace or substitute for any of the appointed voting delegates at any general session.

#### VI. Campaign Rules

- A. Officer candidates must adhere to the following rules:
  - 1. Campaigning for all offices shall be done only during designated times established in the candidate packet. No campaigning will be allowed during seminars, training sessions, or workshops. Campaigning shall not include skits or demonstrations.
  - 2. Each candidate nominated shall be given time for speeches. Each candidate is limited to three (3) minutes for speeches.
  - 3. All chapters are expected to encourage and observe appropriate business standards in the promotion of their candidates.
  - 4. It is the responsibility of each local chapter and their candidates to see that all campaign materials are picked up or taken down and removed at the designated time.
  - 5. Distribution of materials or display of posters or flyers is allowed during the campaign rally only. All materials must be contained within the campaign rally room. Campaign materials may not be distributed, displayed, or posted at any other time or in any other conference property.

B. Officer Candidate Expenditures

1. Officer candidates are limited to a maximum expenditure of \$150.00 for campaign materials. A financial value must be placed on donations and contributions and that value must be included and calculated as campaign expenditures. If food is used, it must be factory-prepackaged.
2. Candidates failing to adhere to campaign procedures may be disqualified from running for state office at the discretion of the Executive Director and the Chairperson of the Board of Directors.

VII. National Officer Candidate

A. National officer candidates must adhere to the following rules:

1. The prospective candidate must be a current or past state officer at the time of application.
2. The prospective candidate must submit the following materials to the National Officer Candidate Screening Committee:
  - a. Letter of application stating the candidate's reasons for applying
  - b. Letter(s) of recommendation from the local advisor, a college administrator, employer, and college or department chairperson.

B. Board Approval

1. The Board of Directors and the Executive Director shall interview and rank the prospective candidates.
2. The Board of Directors and the Executive Director shall recommend candidates.

VIII. Conferences and Workshops

A. Executive Director shall supply the Board of Directors a budget for each statewide-approved conference or activity thirty (30) days prior to the conference or activity.

B. Executive Director shall authorize all expenditures for statewide conferences or activities.

C. Executive Director shall provide the Board of Directors a financial statement within sixty (60) days after the conclusion of each statewide conference or activity.

D. The Code of Ethics shall be in effect at all statewide conferences or activities.

1. The term "delegate" shall mean any member attending the conference.
2. Delegate shall abide by all conference rules.
3. Delegates shall keep their advisors informed of their activities.
4. Delegates shall stay at the approved hotels during the conference.
5. Delegates not staying at approved hotels shall receive approval from the Executive Director to commute or to stay at another location.
6. Delegates shall not use their own vehicles unless such use has prior approval by their respective school.
7. Delegate shall not be seen in public places that would bring reproach to the organization or to themselves.
8. Delegates shall respect and abide by the authority delegated to the State Officer Team and any advisor.
9. Delegates shall attend all general sessions and activities assigned unless engaged in some other specific assignment taking place at the same time.
10. Name badges must be worn at all sessions, contests or conference events.

11. Delegates shall wear acceptable business attire to all program activities unless specified in the program.
  12. The association shall not, under any circumstances, approve or condone the use or serving of alcoholic beverages at any conference function where students are involved.
  13. The association shall not, under any circumstances, approve or condone the use or possession of illegal drugs, in any form, by anyone at the conference.
  14. Delegates violating or ignoring any of the above rules shall be subject to dismissal and/or disqualification.
- E. All statewide conference or activity information is to be provided by the Executive Director who will specify deadlines for submission of materials and for payment of registration fees. Registration shall be paid in one (1) full payment. Payment must be submitted with registration or an authorized college purchase order must accompany the registration.
- F. Cancellations for members must be submitted using the Cancellation Form. Administrative charge policy for cancellations is as follows:
1. 50% refund if cancellation received by deadline stated.
  2. 25% refund if cancellation received after deadline stated.
  3. National Leadership Conference only: All requests for refunds must be in writing and submitted to the Business Professionals of America National Center. All requests for refunds must be postmarked as determined by the National Center.
- G. All rebates due to delegation cancellations shall be processed within thirty (30) days following the activity.
- H. Postmark dates shall be recognized for meeting stated deadlines.
- I. Exceptions for final deadlines of registration fee submission may be granted by the Executive Director.
- J. All chapter advisors bringing delegates to the State Leadership Conference shall be assigned specific duties toward the operation of the conference. The conference staff and the Executive Director shall contact advisors to assign specific duties.
- K. The State Leadership Conference shall be held each year with the time and place to be selected by the Executive Director with approval by the Board of Directors.
- L. Advisor/chaperone Criteria for Professional Development Conference and State Leadership Conference.
1. The advisor/chaperone ratio for conferences shall be at least one (1) adult per chapter. A ratio of one (1) advisor per ten (10) students is recommended.
  2. Authorized advisor/chaperones shall be assigned specific duties for the operation of the conference. The conference staff and Executive Director shall contact advisor/chaperones regarding assigned specific duties.
  3. If another chapter advisor from outside your school is to be designated as chaperone for part of a delegation, the following requirements must be met:
    - a. A letter to the Executive Director from the school administration authorizing such an arrangement.
    - b. The advisor/chaperone should meet the students he/she will advise personally prior to the conference or at conference registration.
    - c. The advisor/chaperone shall be responsible to participate in conference activities as assigned by Association.

- d. The advisor/chaperone must be a registered guest at the designated conference hotel.
- 4. Advisor/chaperone shall not share room with student.
- M. All students and advisors attending statewide conferences or activities must be members of both State and National Business Professionals of America. Spouses and family may attend conferences or activities.
- N. Members of the Board of Directors in attendance at state conferences and activities shall make final decisions regarding disciplinary action taken against a chapter or one of its members.
- O. The following shall be the approved list of individuals eligible to attend the National Leadership Conference:
  - 1. All Business Professionals of America members who are entrants in the competitive event program and their advisors.
  - 2. State officers and their advisors.
  - 3. Voting delegates of Business Professionals of America, Minnesota Association, College Division.
  - 4. Alumni.
- P. The student-to-chaperone ratio for the National Leadership Conference is recommended as 10:1. Advisors sending students without a local advisor must furnish Executive Director with a letter from School CEO or Dean authorizing another designated advisor to accept responsibility for said student. Advisors accepting responsibility for students from other schools must likewise submit a letter to the Executive Director accepting this responsibility. These two letters should be forwarded with registration materials.

#### IX. Workplace Skills Assessment Program

- A. The Workplace Skills Assessment Program is a learning activity designed to evaluate a student's development of the essential competencies needed for entry or advancement in business careers.
- B. Purposes of Workplace Skills Assessment Program:
  - 1. To demonstrate occupational competencies
  - 2. To develop and demonstrate knowledge, skills and attitudes
  - 3. To develop and demonstrate leadership and human relation skills
  - 4. To develop and demonstrate good competitive spirit
  - 5. To receive recognition
- C. Workplace Skills Assessment Program Awards
  - 1. In individual events, the national qualifiers in each event shall be recognized with the awarding of plaques. Remaining finalists will receive a medallion.
    - a. In non-judged individual events, the top five qualifiers will receive a plaque, the remaining finalists will receive a medallion.
    - b. In a judged individual event, the top three qualifiers will receive a plaque; the remaining finalists will receive a medallion.
  - 2. In team events, plaques will be given to the national qualifying teams, with each member of the national qualifying teams receiving a medallion.
  - 3. A contestant must score 51% or better to qualify for national competition.

- D. Workplace Skills Assessment Program Entrants' Requirements
1. Any individual must be a member of the Minnesota and National Association to be eligible as an entrant in the Workplace Skills Assessment Program at the State Leadership Conference.
  2. Workplace Skills Assessment Program entrants at the National Leadership Conference will be selected from the finalists in each of the national events conducted at the State Leadership Conference, starting with the first place winner and moving down the list until Minnesota's allocation of entrants for the event has been filled.
  3. State members shall be eligible to participate in the competitive events program even though they may no longer be a student at a college career program so long as they have been a student for one semester or more during the current school year.
  4. Local Chapter Advisor(s) may set guidelines for eligibility of participation in the competitive events program based on GPA, satisfactory coursework progress, and/or attendance.
- E. Board of Directors shall approve the Workplace Skills Assessment Program as to:
1. Event areas
  2. Event specifications and regulations
  3. Maximum entrants per event
    - a. CHAPTERS
      - May register only two (2) teams per team events
    - b. INDIVIDUALS
      - Individual contestants may register for an unlimited number of individual contests—however; they must be able to schedule these contests within the times posted for the contests—NO EXCEPTIONS!
      - Individual contestants may register for a maximum of 2 team events
  4. There must be at least one entrant to offer the event.
- F. Past graduates of college division business career programs who act as judges must have worked in industry for a minimum of two years after graduation.
- G. All individuals who compete at the National Leadership Conference must be National members by stated deadline or follow the National appeal process.

X. State Awards and Recognition

- A. Torch Awards will be presented to applicants who have satisfactorily completed the application and meet the requirements established by the National Office.
- B. Recognition will be awarded to any person who has completed a three-year term of service as a member of the Business Professionals of America, Minnesota Association, College Division Board of Directors. Board members may be recognized at the discretion of the Executive Director, not to exceed \$20 per Board member.
- C. Recognition may be awarded to a student who has completed a term of service as a Business Professionals of America, Minnesota Association, College Division state officer.
- D. The Business Service Award recognizes those individuals from industry who have been instrumental in promoting or serving the association at the local or state level. This award may be presented to anyone whose contributions have assisted the association in its objectives to serve business career students.

- E. The Outstanding Service Award recognizes any individual or organization who has contributed to BPA above and beyond the call of duty.
- F. The Advisor of the Year award is to recognize an outstanding advisor. Current advisors of Business Professionals of America are eligible for the award. Any local chapter advisor may be nominated by local chapter members and/or officers. Advisors may be nominated each year. The Executive Director will appoint an ad hoc committee to review all nominations and select the Advisor of the Year recipient.
- G. The Sponsorship Award is awarded to businesses and/or individuals that contribute to the operational costs of the organization and/or the organization's conferences and/or activities and will be presented a plaque in appreciation for their contribution. The plaque will be gridded for ten years; plates with the year will be presented for each year that they contribute. A bronze plate will be presented for contributions of \$100 - \$499, a silver plate for contributions of \$500 - \$999, gold plate for contributions of \$1000 and more.
- H. The Advisors' Years of Service award is to recognize professional members' years of service in increments of five (5) years starting with the fifth year. Recipients will be recognized with a plaque presented to them at the State Leadership Conference.
- I. The New Advisor Recognition award recognizes all new advisors with a certificate at the State Leadership Conference.

## XI Fiscal Policy

- A. All accounts (checking, savings, investments, etc.) shall be maintained by the Executive Director, with oversight by the Board of Directors. All revenue received from local schools, students or others (i.e., dues, conference registration fees, etc.), shall be maintained in these accounts and used for services from Business Professionals of America, Minnesota Association, College Division. The Executive Director shall also maintain a conference checking account to facilitate conference receipts and disbursements. All accounts shall be maintained in Quickbooks and reconciled monthly.
- B. An annual budget shall be prepared by the Executive Director and approved by the Business Professionals of America, Minnesota Association, College Division Board of Directors. The budget may be revised during the fiscal year via the same approval process. The Board of Directors shall establish an annual rate for meals, mileage, and other expenses to be reimbursed to the Board of Directors, the state officers, and the Executive Director.
- C. The Business Professionals of America, Minnesota Association, College Division Executive Director shall receive all money, complete itemized receipts, and deposit vouchers and submit all receipts into the checking account.
- D. All bills will be received by the Business Professionals of America, Minnesota Association, College Division Executive Director who will initiate a disbursement voucher and check.
- E. An annual financial statement shall be developed by the Executive Director for dissemination to the Board Treasurer and approval by the Board at each of their regularly scheduled meetings. The Executive Director will prepare financial statements for each statewide conference and for the year; said statements will be distributed to the Board of Directors for approval.

- F. All contracts, financial reports, and checks shall be authorized by the Executive Director. All contracts shall include an “Act of God” clause.
- G. All accounts shall be audited annually as arranged by the Board Chairperson.

## XII Grievance Procedure

- A. This policy is intended for grievance(s) against the Executive Director, Board of Directors, State Officers and/or any statewide activity. It does not address any grievance, which involves a chapter advisor and/or a local program.
- B. Members who have complaints should first discuss them with their local chapter advisors.
- C. If the issue is still not resolved, the complaint must be placed in writing and delivered to the State Executive Director within forty-five (45) days of the incident. The Executive Director will respond within fourteen (14) days.
- D. The member may appeal the Executive Director’s response to the following people in the order shown:
  - 1. Business Professionals of America, Minnesota Association, College Division Executive Committee and a member of the state officer team.
  - 2. Business Professionals of America Minnesota Association, College Division Board of Directors.
- E. Members will be given a personal hearing at each step of the appeal with the final decision provided to the member in writing.

## XIII Sexual Harassment Policy

- A. Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Statute 363.01 - .14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.
- B. It is the policy of the Business Professionals of America, Minnesota Association, College Division to maintain learning and working environment that is free from sexual harassment and sexual violence. The association prohibits any form of sexual harassment and sexual violence.
- C. It shall be a violation of this policy for any member or employee to harass a member or an employee through conduct or communication of a sexual nature as defined by this policy.

## XIV Procedure for Reimbursement for College Division State Officers

- A. In-State Travel
  - 1. Transportation expenses to be reimbursed at a rate of actual cost on common carrier (bus, air, etc.) or determined by the state mileage rate for personal care usage. Parking costs will be reimbursed, if receipted.
  - 2. All travel is to have pre-approval from the Executive Director and the local advisor.
- B. Meals - \$31.00 per day limit, with receipt, as follows:
  - 1. Breakfast           \$ 7.00
  - 2. Lunch                \$9.00
  - 3. Dinner               \$15.00
- C. Registration fee is paid by the state association.

- D. Hotel expenses are paid by the state association. All reservations are made by the state association.
- E. Payment up to \$150.00 toward the uniform will be reimbursed.
- F. National Conference
  - 1. Registration fee is paid by the state association.
  - 2. Campaign expenses paid for candidate(s) up to the limits allowed for campaigns.
  - 3. No additional expenses are reimbursed.
- G. Reimbursement Rates
  - 1. Reimbursements to officers shall not exceed annual budget, as approved by the Board of Directors.
  - 2. Reimbursement rates shall be established by the Board of Directors.

#### XV Procedure for Reimbursement for College Division Board of Directors

- A. In-state Travel
  - 1. Transportation expenses to be reimbursed at a rate of actual cost on common carrier (bus, air, etc.) or at a rate determined by the state per mile. Parking costs will be reimbursed, if receipted.
- B. Meals- \$31.00 per day limit, with receipt, as follows:
  - 1. Breakfast           \$ 7.00
  - 2. Lunch                \$ 9.00
  - 3. Dinner               \$15.00
- C. Hotel expense at actual cost.
- D. State and National Conferences
  - 1. No expenses are reimbursed.
- E. Reimbursement Rates
  - 1. Reimbursements shall not exceed annual budget, as approved by the Board of Directors.
  - 2. Reimbursement rates shall be established by the Board of Directors.

#### XVI Alumni Director

- A. The Director of Alumni Relations shall be responsible for the development of an active professional/alumni division for the Business Professionals of America, Minnesota Association, College Division.
- B. The Director of Alumni Relations of Business Professionals of America, Minnesota Association, College Division shall work with the Executive Director.
- C. Principal Duties:
  - 1. Assisting the Executive Director in further development of the professional/alumni division.
  - 2. Assisting the Executive Director with coordination of all professional/alumni division meetings and activities.
  - 3. Planning, organizing, and facilitating professional/alumni division functions.
  - 4. Communicating periodically with all professional/alumni members.
  - 5. Attending statewide conferences and planning recruitment activities at each conference.
  - 6. Contacting all chapters with recruitment materials for graduating members.

7. Planning and conducting a social gathering for graduating members at the State Leadership Conference.
  8. Establishing and maintaining a database of all potential and active members.
  9. Other duties as described in the Alumni Director's position description approved annually by the Board.
- D. Benefits:
1. Mileage: The Director of the Alumni Division is required to use his/her personal vehicle in the performance of responsibilities and shall be reimbursed for such travel at the approved rate of travel.
  2. Out of Pocket Expenses: The Director of the Alumni Division must submit an expense voucher for mileage and out of pocket expenses to the Executive Director for approval.
- E. This position will be appointed by the Board of Directors.

## XVII Definitions

- A. Authorize  
To verify that activity is consistent with
1. The goals, policies and purposes of the Business Professionals of America, Minnesota Association, College Division;
  2. The National Business Professionals of America charter, i.e. constitution, bylaws, policies, etc.; and
  3. Statutes, rules, policies, initiatives, and values of the state education agency.
- B. Executive Director  
A State employee who is employed to provide leadership to Business Professionals of America, Minnesota Association, College Division.
- C. Fiscal Administrator  
The fiscal administrator of Business Professionals of America, Minnesota Association, College Division, is Carver-Scott Educational Coop in Chaska, Minnesota.
- D. Quorum  
A quorum is a simple majority.
- E. Proxy  
A proxy is written permission granted to another advisor to cast your vote.
- F. Active Student Member  
An active student member shall be students enrolled in the current academic year in any college course with an interest in business and/or related fields as approved by MNSCU or other accrediting educational agencies.
- G. Executive Council  
The College Division state officers shall consist of a president, executive vice president, recording vice president, vice president of public relations, and vice president of professional management. This collective group will be called the Business Professionals of America, Minnesota Association, College Division Executive Council.
- H. State Officer Team  
The State Officer Team of Business Professionals of America, Minnesota Association, College Division will be composed of the State Executive Director of Business Professionals of America, Minnesota Association, College Division, the president, executive vice president, recording vice president, vice president of public relations,

and vice president of professional management. It shall be the duty of the State Officer Team to plan for the welfare of the division, to represent the College Division, and to act for the Division as occasion may demand.

I. Board of Directors

The Board of Directors shall consist of the following members:

1. Six (6) Division Representatives;
2. Two (2) Accounting/Finance/Business Administration Educator Representatives;
3. Two (2) Administrative Support Educator Representatives;
4. Two (2) Computer Careers Educator Representatives;
5. Two (2) Members at-large;
6. One (1) Member of the State Officer Team;
7. The CEAC (Workplace Skills Assessment Program) Representative;
8. One (1) Alumni Representative; and
9. The Executive Director and past chair, and Alumni Director shall serve as ex-officio members.

J. Executive Committee

The officers of the Board of Directors shall consist of the chair, vice chair, secretary, treasurer, and CEAC representative, and they constitute the Executive Committee.