

Business Professionals of America Hillsdale Chapter Standing Rules

I. NAME

The name of this chapter shall be Hillsdale Chapter, Business Professionals of America.

II. PURPOSES

The purposes of the Hillsdale Chapter shall be: Business Professionals of America is the leading CTSO (Career and Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields. The Workplace Skills Assessment Program (WSAP) prepares students to succeed and assesses real-world business skills and problem solving abilities in finance, management, IT and computer applications. It is BPA's showcase program and facilitates students demonstrating their career skills at regional, state and national conferences in over 70 competitive events.

III. MISSION

The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

IV. MEMBERSHIP

A. Membership shall be in accordance with the Business Professionals of America. The chapter has full authority for administration of membership.

- (1) Members are required to attend weekly meetings.
 - (a) Members who have three absences without an excuse, will forfeit their membership in the BPA club.
- (2) Members are required to work one shift per week in the Study Cup.
 - (a) Members who have three absences without an excuse, will forfeit their membership in the BPA club.
 - (b) In order to attend the BPA State Leadership Conference and/or the bi-annual Cedar Point Trip or Career Day (Mudhens/Tigers), members must work in the Study Cup no less than 90% of their available shifts leading up to the event.
- (3) Members must attend and help organize/work at scheduled BPA Fundraisers. (Daddy/Daughter Dance, Mother/Son Night, Holiday Craft Bazaar, etc.)
 - (a) Members who have more than two unexcused absences from fundraisers will be subject to a hearing with the Executive Council and may be required to pay all fees for SLC and NLC (and possible dismissal from BPA).
- (4) Any violation of the Student Athletic/Activity Code will be subject to a hearing with the Executive Council and Advisors, and may result in possible dismissal from the club.

B. New Members

- 1) Advisors shall receive and evaluate candidates for membership.

C. Membership Meetings

- 1) All chapter members are expected to give highest priority to regular attendance at chapter meetings.
- 2) Meetings will be held every Monday at lunch throughout the school year from September until June.
 - a) Meeting attendance is mandatory.
- 3) Meetings shall be scheduled during the chapter-year for business, professional, and/or social purposes. Meetings will take place on varying days and times depending upon the specific program needs for each meeting. Preference will be given to lunch periods once-a-week.
- 4) A quorum at general meetings shall be 1/2 (one half) of the active members present.

V. FINANCES**A. Chapter dues** shall be as follows:

1. Annual dues shall include National, State, and Chapter dues plus any pre-determined fees.
2. Chapter dues shall be determined and/or changed by a two-thirds (2/3) vote of the membership present at a scheduled business meeting.
3. Members will pay all their dues to the Chapter Treasurer or Advisor by October 1st.
4. On November first, unless they submit a letter of resignation, members will be dropped from the Chapter rolls for non-payment of dues. After that date a reinstatement fee of \$20 shall be assessed.

B. Financial Controls

1. The members of the Finance Committee shall be the Treasurer, current President, Advisors, and others appointed by the Executive Board.
2. All expense vouchers must be signed and/or approved by the Chapter Advisor before payment is made by the Treasurer.
3. All expense vouchers shall be paid by the Treasurer within one (1) month of receipt.
4. Auditing procedures shall be created by the Executive Board and approved by the membership when advisable and necessary.

E. Reimbursements1. **Conferences:**

- a. Registration fees shall be covered for the executive council to attend the fall leadership conference (FLC) according to the confines of the finance committee's yearly budget.
- b. Registration fees shall be covered for advisors to attend regional, state, and national conferences according to the confines of the finance committee's yearly budget.

VI. OFFICERS AND RELATED PERSONNEL

A. Names and terms of offices

1. Chapter officers shall be: President, Vice President, Secretary, Treasurer, and Historian, Parliamentarian, and Director of Community Service.
2. The chapter's elected officers shall be elected in the spring by a majority vote of the membership for a one (1) year term.
3. The term of each elected officer shall be one (1) year or until a successor shall be named.
4. No elected officer may remain in the same office longer than two (2) terms in succession.
5. All officers shall take office on the first month following induction/appointment. In the event of an officer's resignation or other reason for not continuing in office, the newly appointed officer shall begin duties immediately following his/her appointment.

B. Officers' Duties

1. President

- a. Shall serve as chairman of the Executive Board and preside over all meetings of the membership.
- b. Shall represent the chapter at the FLC, RLC and SLC.
 - c. (national meetings are optional)
- d. Shall appoint special committees when deemed necessary.
- e. Shall approve payment for all expenses.
- h. Shall approve publications.
- j. Shall take action, with the advice and approval of the Executive Board on all matters, which cannot be deferred until the next meeting.
- k. Shall assure that all reports and other obligations to National Headquarters and State Headquarters are submitted properly and on time.
- l. Shall perform any other duties the chapter assigns.

2. Vice President

- a. Serve on the chapter's Executive Board.
- b. Fulfill the duties of the President if/when necessary either in the event of resignation, serious illness or death of the President and shall serve until the next election.
- c. Work with Communication committee to publicize to the membership all upcoming chapter meetings and activities.
- d. Shall report special happenings or accomplishments of members via social media (Facebook, Twitter, Instagram, Snapchat), the school newsletter and/or yearbook committee for publication.

3. Secretary

- a. Serve on the Chapter's Executive Board.
- b. Complete and maintain minutes of the Executive Board and general membership meetings. Minutes shall be published via email for members or as copies at regular meetings.
- c. Record attendance at Executive Board and general membership meetings to determine whether *a quorum** is present so that official chapter business can be performed.

** A quorum at general membership meetings shall be one-half (1/2) of the active membership present at the meeting.*

- c. Complete all correspondence as directed by the president and/or Executive Board.
 - d. Maintain a current directory of members' names, addresses including e-mail addresses if any, and phone numbers.
 - e. Be responsible for activating the text/*e-mail/phone tree* when the president deems necessary.
- 5. Treasurer**
- a. Receive and pay out all money belonging to the chapter.
 - b. Keep an accurate and up-to-date account of receipts and expenditures.
 - c. Keep a file of receipts, bills, canceled checks, and bank statements.
- 6. Parliamentarian**
- a. Serve on the chapter's Executive Board.
 - b. All business meetings of Hillsdale Chapter shall adhere to the Parliamentary authority according to *Robert's Rules of Order 11th edition*. Any points in question shall be referred to the chapter Parliamentarian for a decision.
 - c. Act as advisor to officers and members in matters pertaining to the interpretation of By-Laws and Standing Rules and chapter Policies and Practices.
- 7. Historian**
- a. Serve on the chapter's Executive Board.
 - b. Take photos at events (FLC, RLC, SLC, etc).
 - c. Put chapter news on Facebook, Twitter and Instagram, etc.
- 8. Director of Community Service**
- a. Serve on the chapter's Executive Board.
 - b. Plan community service events for the chapter.

VII. EXECUTIVE BOARD

A. Duties of Executive Board

1. Shall meet at least one time annually or more at the call of the president.
2. A quorum at Executive Board meetings shall be one-half (1/2) of the 7 voting members
3. At the end of each year, the retiring chapter President shall convene a joint Executive Board meeting at which both out-going and in-coming officers shall be present. At this meeting the newly elected officers shall receive their materials and meet with the retiring officers in order to facilitate the transition.
4. Shall act in matters requiring immediate action and decision.
5. Shall recommend policies and procedures for consideration by the members.

VIII. COMMITTEES

A. Chairpersons:

An important responsibility of each committee chairperson is to maintain and use a file containing communications and materials prepared during the past year, recommendations of previous chairpersons, and copies of current supplies. This file is to be passed on to the next chairperson.

B. Committee Responsibilities

The responsibilities of chairmanship **or** membership on a committee are:

1. Attend committee meetings.
2. Be interested in and enthusiastic about the specifics of the committee's work.

3. In the event of not being able to attend, appoint another to carry out one's duties/responsibilities.

C. Study Cup Committee

1. This committee shall consist of one manager per shift.
2. It shall be responsible for inventory, ordering, cleanliness, scheduling, etc.

D. Communications Committee

1. Shall consist of the Secretary, Parliamentarian and Historian.
2. Post to Facebook, BPA web site, Twitter, Instagram, etc.
3. Shall report to the Daily News & WCSR newsworthy items.
4. Is responsible to communicate with each other and to publicize the Chapter's aims, purposes, activities, and accomplishments.

X. RULES OF ORDER

All business meetings of Hillsdale Chapter shall adhere to the Parliamentary authority according to *Robert's Rules of Order 11th edition*. Any points in question shall be referred to the chapter Parliamentarian for a decision.

Standing Rules and By-laws Committee:

- Mindy Boyd
- Jennifer Duff
- Mary Kate Drews
- Kyle Baker
- Alexis Higgins
- Trevor Clevenger
- Easton Lumsden
- Jenna Wood
- Liz Pruitt
- Sarah Herring
- Ethan Bixler-Smith
- Jared Stoll

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