



Chapter Handbook

2022–2023 Membership Year

The Chapter Handbook is designed to serve as a comprehensive resource for advisors and students throughout the membership year. Produced annually, this handbook offers information and guidance to help all members maximize their experience within BPA.

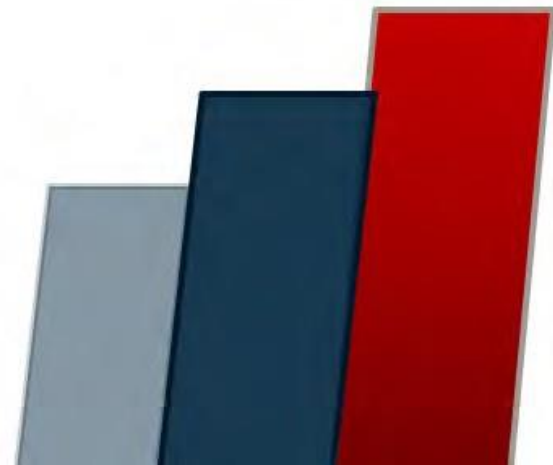
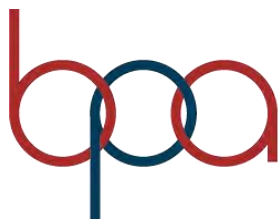


Table of Contents

Welcome	1
About Our Organization	2
BPA History	8
BPA Programs	11
BPA Resources.....	17
Organizational Structure.....	19
Advocate for BPA.....	22
Membership Overview.....	23
Annual Membership Procedures, Dues and Deadlines	25
National Leadership Conference	27
Dress Code	28
Starting a New Chapter.....	30

Appendix I: New Chapter Checklist
Appendix II: Sample Chapter Calendar
Appendix III: Sample Agenda for Chapter Meeting
Appendix IV: Sample Officer Roles & Responsibilities
Appendix V: Sample Program of Work for Chapter
Appendix VI: Sample Chapter Bylaws
Appendix VII: Frequently Asked Questions



**BUSINESS
PROFESSIONALS
of AMERICA**

**Giving Purpose
to Potential**

Dear Chapter Advisors and Student Members,

On behalf of the National Board of Trustees, Executive Council, and National Center Staff, we would like to welcome you to the 2022–2023 membership year. We are so delighted that you have made the decision to join the premier intra-curricular Career and Technical Student Organization (CTSO), and we look forward to partnering with you this membership year.

We realize that the student members who make up our local chapters serve as the foundation of our great organization, so our goal is to ensure that you have the necessary resources and support to make your year successful. Whether you are a brand-new member or seasoned veteran, we have a multitude of programs and resources available to assist you throughout your BPA journey.

We would also like to encourage you to get involved with your local chapter, be an inspiration to those around you, serve your local communities, advocate for your education, and find ways to bring about positive change that our world needs. Take this valuable opportunity to enhance your leadership skills, learn real-world soft skills and increase your professional network to maximize your long-term success!

Strive this year to discover your potential and **Discover Your Purpose!**

Sincerely,

Patrick Schultz
Director of Membership & Technology
(614) 407-7481
pschultz@bpa.org

About Our Organization

Business Professionals of America (BPA) is the nation's leading Career and Technical Student Organization (CTSO) for students pursuing careers in business management, information technology, finance, accounting, office administration, and other business-related career fields.

As an intra-curricular organization, BPA aims to increase student participation in professional, civic, service, and social endeavors. Members participate in these activities to enhance key skills in the areas of self-improvement, leadership development, professionalism, community service, career development, public relations, cooperation, safety, and health.

BPA currently has nearly 45,000 members across more than 1,800 local chapters throughout 25 states and Puerto Rico as well as an international presence in China. BPA supports business and information technology educators by offering intra-curricular exercises that are aligned with nationally recognized industry standards.

National Center Headquarters

The BPA National Center is located at 700 Morse Road, Suite 201, Columbus, OH 43214.

Meaning of the Organization's Name

Business:

The field for which we prepare our students; emphasizes that we educate our members to work efficiently, not only in an office setting, but also in a wide variety of business situations.

Professionals:

Our students indicate they join Business Professionals of America to take advantage of a wide variety of professional development opportunities.

of America:

Symbolizes pride in our country and its free enterprise business system.

Proper Usage of the Acronym (BPA)

The acronym (BPA) is acceptable in casual conversation and personal correspondence to identify the organization. The acronym BPA may be used in text once the complete name has been used.

National BPA Tagline

The purpose of the organization's tagline is to serve as a linking device between our organization and our name. The official tagline is: **Giving Purpose to Potential**. To ensure that there is a clear communication of Business Professionals of America, the tagline may be used with the logo for printed pieces. However, this is not a requirement for use of the logo.

Our Mission

To develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth, and service.

Our Vision

To be an innovator in Career and Technical Education by providing our members with opportunities for growth through education, competition, community service, and personal development.

Official BPA 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.

Official BPA Colors

- **Navy Blue:** Signifies the success achieved through leadership and professionalism.
- **Red:** Symbolizes the friendship obtained through the teamwork of our organization.
- **Tan:** Represents the bountiful fields of opportunity in America.

Official BPA Uniform

- The official BPA blazer is navy blue with the logo located on the left side.
- The name tag is to be worn on the right side of the jacket.
- The highest Torch Award pin earned is to be worn on the right lapel.
- The National Merit pin is placed on the right lapel.
- The officer pin is placed on the right lapel above the name tag.

Our Emblem

The Business Professionals of America emblem is one of long-standing tradition. The four points of the BPA shield stand for Ambition, Leadership, Sociability, and Poise. The shield itself stands for honor and dignity as well as the importance of business in America. The stripes represent education, citizenship, loyalty, patriotism, competency, and dependability. The red bar represents the service provided by employees in business occupations. The quill and inkwell represent the stability of business occupations through the ages. Lastly, the torch represents worthy goals. ***The emblem is to be used for ceremonial purposes only.***



BPA Brand/Logo

The organization's logo and tagline for national, state, and chapter branding have gone through the official process of becoming registered as legally protected trademarks through the U.S. Patent and Trademark Office.



Acceptable Use Policy

The official logo and mark are the intellectual property of Business Professionals of America, Inc. Only officially recognized State Associations, chapters, members, and affiliates may identify themselves as Business Professionals of America or BPA through usage of the logo and/or mark. Chartered State Associations, local BPA chapters, and members in good standing with the organization are permitted to use the trademarked official logo, mark, and name on printed materials and digital media such as websites, social media platforms, and electronic correspondences.

The BPA mark or logo may not be used on any commercial product or publication that directly or implicitly conveys that the content is authorized or associated with the organization, without the express written permission of the National Center. Members are encouraged to include the logo and/or mark to identify that they are members of BPA. Use of the official logo and/or mark is a privilege, not a right.

The National Center may authorize external organizations, partners, and sponsors to use the official logo and/or mark on promotional materials; however, no other use of the official logo or mark is permitted without the express written permission of the National Center.

The BPA official logo and mark are fully protected under the latest intellectual property rights laws.

Brand Guide

A Brand Guide has been developed and all State Associations, Chapters, and members must comply with these standards. This Brand Guide can be found online at <https://bpa.org/about-us/media-center/brand-guidelines/>. This guide provides the foundation for consistent application of the BPA brand across all media.

The National Center recognizes many State Associations, chapters, and members use the BPA logo. It is our intention to ensure that the use is consistent and cohesive. The brand guidelines include more than just a color palette and versions of our logo; it contains specific guidance, standards, and uses for the brand and logo elements.

With brand guidelines in place, BPA can ensure our brand's elements are used effectively and professionally at all times. We can build a strong and recognizable brand when everyone uses the components consistently and correctly. The intent of the Brand Guide is not to limit creativity, but to put policies in place to keep our brand identity consistent and recognizable.

The Brand Guide will be reviewed annually to ensure continuous evolution and compliance of the brand identity of the organization. It is strongly recommended that an updated Brand Guide is downloaded from the bpa.org website annually to ensure the most up-to-date guide is being referenced.

Nationally Issued Custom Logo Packages

To ensure proper and compliant usage and messaging, chapter advisors can request a custom logo package by completing an online request form at:

<https://members.bpa.org/advisors/>.

External Vendors

In order to use the BPA logo, mark, and/or name of the organization on promotional items, such as clothing, accessories, or other merchandise, prior permission must be obtained from the National Center. There are many authorized vendors that have been approved by the National Center to produce products and materials with the official logo. If a state, chapter, or advisor has another preferred vendor, an Authorized Vendor Form must be completed and approved by the National Center prior to working with an alternate vendor. The form can be accessed online at:

<https://bpa.org/about-us/media-center/brand-guidelines/#content-alternate-vendor>.

National permission of use authorization is granted for a one-year term and may be renewed at the direction/approval of the chapter, State and National Associations collectively.

Copyrighted Materials

State Associations interested in distributing copyrighted publications not currently available in the desired quantity from the publication stock should discuss with the National Center the possibility of a printing based on the commitment to purchase all or a major quantity of the publication.

The printer shall be selected by the National Center on a competitive basis and printing shall be done under agreement or contract and supervised by Business Professionals of America.

BPA Social Media

BPA social media is designed to provide news, information, and engagement opportunities advisors and student members.

- **Facebook:** <https://www.facebook.com/BPAconnect>
- **Twitter:** @BPAconnect
- **Instagram:** <http://instagram.com/BPAconnect>
- **Snapchat:** @BPAconnect
- **LinkedIn:** <https://www.linkedin.com/company/BPAconnect>
- **YouTube:** <https://www.youtube.com/BPAconnect>

Executive Council Social Media

Members of the Executive Council, the national student officer team, also use social media to engage with advisors and members.

- **Facebook:** https://www.facebook.com/officers_bpa
- **Twitter:** @officers_bpa

Annual Theme for 2022-2023

Discover Your Purpose



What is Our Purpose?

- To enhance the leadership skills and professional development growth of all student members
- To unite in a common professional bond—without regard to race, creed, sex, ornational origin—students enrolled in classes with business employment as their objective
- To develop leadership abilities through participation in career and technical education, civic, recreational, and social activities
- To assist students in establishing realistic employment objectives
- To create enthusiasm for learning
- To promote high standards in ethics, workmanship, and scholarship
- To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic processes
- To foster an understanding of the functions of labor, entrepreneurial, and management organizations in the American free enterprise system
- To develop competent, assertive leaders in business education
- To develop and strengthen members' confidence in themselves and their work
- To provide satisfactory social and recreational activities
- To foster practical application of business education skills through competitions

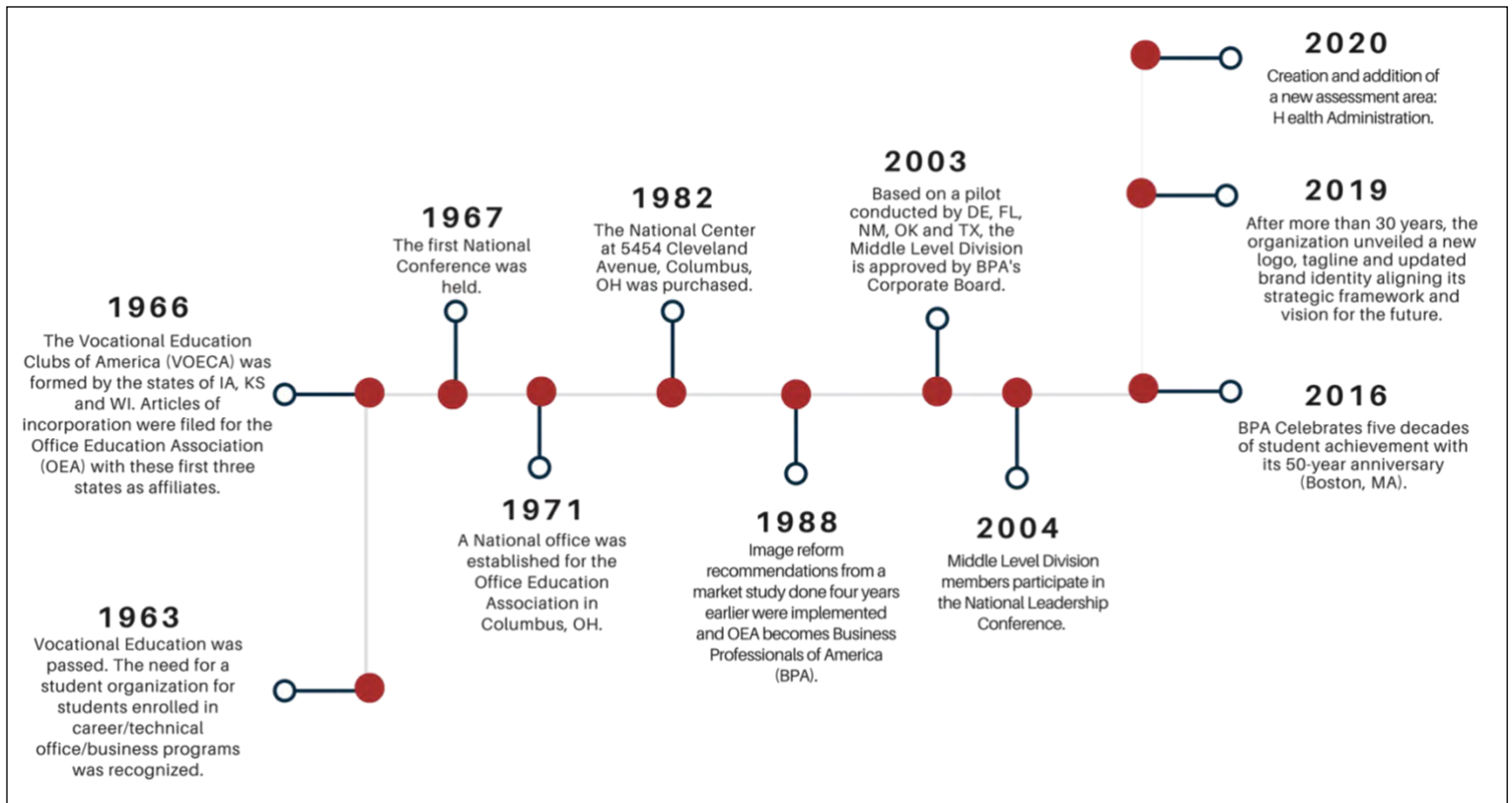
Benefits of Joining BPA

When students make the decision to join BPA, they are making a choice to enhance their leadership and professional development skills, gain valuable real-world experience, and ultimately maximize their long-term success. Many of these benefits include, but are not limited to:

- Prepare for a world-class global workforce
- Learn practical soft skills
- Leadership development growth
- Professional development opportunities
- Enhancement of public speaking skills
- Learn team-building techniques
- Ability to interact with our Executive Council
- Service opportunities through BPA Cares & Torch Awards
- Participate in WSAP Competitive Events
- Participate in Virtual Competitive Events
- Earn industry recognized certifications
- Professional network development
- Access to online leadership courses
- Attend fall, regional, state, and national conferences
- Complete an internship at NLC
- Access BPA webinar series
- Run for local, state, or national office
- Participate in democratic elections
- Community service opportunities
- Earn awards and recognition
- Résumé builder
- Qualify for scholarships and awards
- Participate in BPA partner contests
- Qualify for the Presidential Volunteer Service Award
- Meet lifelong friends
- Travel nationally

BPA History

Officially formed in 1966 as the Office Education Association (OEA), Business Professionals of America (BPA) has a strong history as a student organization that contributes to the preparation of global professionals through the advancement of leadership, citizenship, academic, and technological skills for students at the middle, secondary and post-secondary levels.



For nearly 60 years, BPA has worked to serve as an innovator in Career and Technical Education, providing its members with opportunities for growth through education, competition, community service, and personal development.

The Early Years

The rise of the vocational education movement can be traced as far back as the Progressive Era when workers were concerned about making education more useful to their jobs, and business and industry desired better trained workers. Over the years, individual (short-term) bills were passed that provided funds for different trades, but it wasn't until 1963 and the passing of the Vocational Education Act that grants to states to develop, maintain, and improve, vocational-technical education programs helped pave the way for organizations such as Business Professionals of America to be formed.

The funds from the Vocational Education Act were earmarked for occupations in demand. Funds were also provided for constructing area schools for vocational education as well as provisions for vocational office education, occupational training, and work-study programs, thus recognizing the need for a student organization for students enrolled in career/technical office/business programs.

1964 – 1979

In 1964, the American Vocational Association conducted a study of 43 states indicating that 67% of the state vocational education supervisors wanted a career and technical youth group for students in business programs. The following year, a second study confirmed the original findings and state supervisors met to develop guidelines.

In July of 1966, Vocational Office Education Clubs of America (VOECA) was formed by the states of Iowa, Kansas, and Wisconsin and that August, VOECA convened a meeting of youth group representatives to decide the most effective means to implement the office occupations youth group. After an intensive effort, articles of incorporation were filed for the Office Education Association (OEA) with the first three states to affiliate being Iowa, Kansas, and Wisconsin.

By 1971 a national office had been established for the Office Education Association (OEA) in Columbus, Ohio, and the Board of Trustees approved the Alumni Division. The first full-time Executive Director of OEA was employed in 1973.

Also in 1973, The Governor's Conference on Technical Vocational Education concluded that education should be redirected with equal emphasis on education for living and education for making a living. As such, the council recommended that the educational experiences of every individual should develop occupational awareness and the dignity of work; provide career information, orientation, and exploration; and prepare for a job and further education.

The 1980s

Education reforms focusing on secondary education began in the early 1980s, prompted by concern about the nation's declining competitiveness in the international market, the relatively poor performance of American students on tests of educational achievement, and complaints from the business community about the low level of skills and abilities found in high school graduates entering the workforce. Reform came in two waves: academic reform and restructuring.

As OEA continued to grow, so did the need for a national headquarters, a market study and a strategic and long-range plan. In 1982, the National Center located at 5454 Cleveland Avenue, Columbus, Ohio, was purchased, and the following year, a dedication ceremony was held.

In 1984, the Carl D. Perkins Vocational and Technical Education (Perkins Act) was first authorized with the purpose to increase the quality of technical education in the United States. Also in 1984, the OEA Board of Trustees commissioned the Market One firm of Columbus, Ohio, to conduct a market study of OEA, which in 1988 resulted in the OEA becoming Business Professionals of America (BPA).

After Three Decades of Growth

By 1992, the National Center in Columbus, Ohio, was paid off and celebrated during a commemorative ceremony at the National Leadership Conference held in Cincinnati, Ohio.

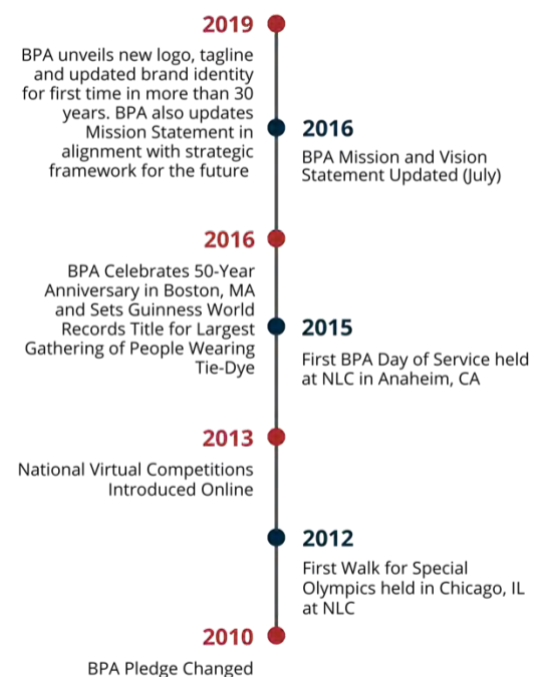
In the late 1990s, Business Professionals of America recognized an opportunity to address the growing need for educational advancement and career awareness in advance of high school. Answering the call to address this need, the states of Delaware, Florida, New Mexico, Oklahoma, and Texas piloted a new BPA Middle Level Program. After preliminary success of the pilot program, a motion was made and approved by the organization's Board of Trustees in 2002 to continue the program. In 2003, the Middle Level program was approved by the BPA Corporate Body, making it an official division of the organization. The following year, Middle Level Division members participated in the National Leadership Conference for the first time.

The Golden Years and Beyond

For the last five decades, Business Professionals of America has left its mark on those who have been affiliated with the organization, whether through membership or partnership. What started as a recommendation has evolved into a community of student, academic, and business leaders committed to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

Over the years, the organization has found itself continually adapting to the ever-changing world it faces. Whether it be rescheduling its National Leadership Conference in Dallas, Texas, for the first time ever in 2009 due to the H1N1 Influenza, keeping current with technological advancements by introducing virtual contests in 2013, or adapting to a completely electronic National Officer Election for the first time in the organization's history in 2020 due to the cancellation of the National Leadership Conference as a result of a global pandemic, BPA regularly examines how to best serve its members. Many in the organization will pause to focus on the footsteps taken by BPA and its members over the years. Yet, the primary mission and vision of Business Professionals of America has always been one of future interests.

Adapting to change, the organization updated the BPA Pledge in 2010, the organization's Vision Statement in 2016 and the organization's Mission Statement and Strategic & Long Range Plan in 2019. Additionally, 2019 also brought about a new logo, tagline and updated brand identity that enhances the historic BPA platform. Our organization is laser-focused on the professional development and future of our youth, providing the tools, skills, and experiences needed to compete, succeed and thrive in the business world. In October of 2019, following the sale of the National Center Headquarters building, the organization moved to its new facility at 700 Morse Road, Columbus, Ohio. The Board of Trustees and BPA Corporate Body continue to look toward the future and what the next 50 years will hold for the organization and its members.



BPA Programs

BPA Week

Business Professionals of America Week takes place the **second full week in February** and coincides with Career and Technical Education Month. BPA Week is a great opportunity to promote your chapter, advocate for BPA, and take pride in their local chapter. Many chapters hold dinners, invite legislators to their school, conduct local media interviews, and highlight chapter activities and/or members.

Torch Awards Program

The Business Professionals of America Torch Awards Program is designed to promote professionalism and leadership in both career development and personal growth.

Members can complete activities in seven (7) Torch categories

1. Leadership
2. Service
3. Cooperation
4. Knowledge
5. Friendship
6. Love, Hope, and Faith
7. Patriotism



Each activity is worth 5, 10, 15, or 20 points. When students achieve the required number of points for a category, their advisor or local reviewer can submit the online Torch résumé for reviewed and recognition. Members can earn four (4) levels of recognition.

1. **Executive Torch Award:** Given at the chapter level, the Executive Torch Award requires 10 points in each Torch category. An Executive is defined as "a person having administrative or managerial authority in an organization."
2. **Diplomat Torch Award:** Depending on your state, this award might be awarded at the local, regional, or state level. The Diplomat Torch Award requires 30 points in each Torch category. A Diplomat is defined as "one skilled with tact in dealing with people."
3. **Statesman Torch Award:** Given at the state level, the Statesman Torch Award requires 50 points in each Torch category. A Statesman is defined as "one who is a leader in the promotion of the public good and in national affairs."
4. **Ambassador Torch Award:** Given at the national level, the Ambassador Torch Award requires 70 points in each Torch Category. An Ambassador is defined as "a diplomatic official of the highest rank appointed and accredited as a representative of the organization."

To learn even more about the Torch Awards Program, visit <https://bpa.org/torch-awards/>.

BPA Cares Program

BPA Cares encourages chapters and members to engage in worthwhile projects that support the betterment of their community and provides opportunities to receive recognition from the national organization. *Many of the awards require the entire chapter membership to participate to receive recognition.* A chapter aligned with the goals and mission of BPA also has a core value of service. BPA recommends chapters become involved in one or more of the BPA Cares programs.

- **Service Learning Awards**
 - Community Service Award
 - Environmental Action/Awareness Award
 - Safety Awareness Award
 - Service Learning Individual Award
 - Special Olympics Award
- **Special Recognition Awards**
 - BPA Marketing and Public Relations
 - BPA Merit Scholar Award
 - Chapter Activities Award of Excellence
 - Recruiter of the Year Award
 - Membership Explosion Award
 - Social Media Award
 - The Professional Cup
- **Professional Awards**
 - Advisor of the Year Award
 - Emerging Advisor of the Year Award
 - Emerging Professional of the Year Award
 - Student of the Year Award
 - Hall of Fame Award
 - Outstanding Service Award



All qualified BPA Cares Program participants receive a certificate of participation at the National Leadership Conference, and the top chapters for each award receive a plaque. To learn more about our BPA Cares Program, visit <https://bpa.org/students/bpa-cares/>.

BPA Merit Scholar Award

This prestigious award is designed to test the BPA knowledge of our members in the areas of BPA history, tradition, specific programs such as Torch Awards and BPA Cares, organizational structure, and more. Any member in good standing, including advisors, attending the National Leadership Conference (NLC) can earn the BPA Merit Scholar award by achieving a minimum score of 90% on an objective test (true/false and multiple-choice questions). Those members earning this award will be recognized during the awards session at NLC and receive the official BPA Merit Scholar pin. Start preparing today!

Workplace Skills Assessment Program

The Workplace Skills Assessment Program (WSAP), BPA's competitive events program, provides all student members with the opportunity to demonstrate workplace skills learned through business education courses. Students prepare for and compete in contests in more than 100 competitions, in six (6) Assessment Areas.

- Finance
- Business Administration
- Management Information Systems
- Digital Communication & Design
- Management, Marketing & Communication
- Health Administration

Through our WSAP program, students will have the opportunity to

- demonstrate state and national educational standards.
- demonstrate occupational competencies.
- broaden knowledge, skills, and attitudes.
- expand leadership and human relation skills.
- showcase their competitive spirit.
- earn industry recognized certifications.
- receive awards and recognition.

Each BPA division (Middle Level, Secondary, and Post-secondary) has its own set of events, and members only compete against other members in their respective division. A complete list of events with descriptions is available at <https://bpa.org/students/compete/competitive-event-listing/>.

The WSAP Guidelines are a comprehensive set of instructions, descriptions, and details to help prepare students for the competitions. The Guidelines are an essential tool for participating in a WSAP event. The WSAP downloaded center can be accessed by BPA advisors and student members using their login credentials at <https://members.bpa.org/download-center/>.

Competition formats are offered to individuals and teams and include objective tests, on-site scenarios, computerized applications, and judged presentations. Each event helps prepare students to be part of a workforce of global professionals. Students may only participate in a specific number of competitive events at regional, state, and national levels, excluding Open Events, which are open in an unlimited number of participants and to any National Leadership Conference qualifier.

WSAP competitions may be offered at the regional, state, and national level, which is entirely dependent on what your specific state offers. Qualifiers may advance from a Regional Leadership Conference to a State Leadership Conference, and finally to the National Leadership Conference. Please see your State Advisor regarding advancement policies in your state. Independent Chapters will advance directly to the National Leadership Conference based on approval from the National Center.

At the National Leadership Conference, recognition for competitive event results in all divisions will be as follows:

- General Events: top ten (10) winners
- Judged Events: all finalists recognized
- Open Events: top ten (10) winners plus any ties

To learn more about our WSAP program, visit <https://bpa.org/students/compete/>.

Virtual Competitive Events

Virtual Competitions are available at the National level only and are open to all BPA student members. Additionally, these events are separate from our WSAP program and there are no regional or state competitions required to qualify.

All entries will be judged prior to the National Leadership Conference and the top ten (10) finalists from each of the qualifying virtual competitions will be invited to the National Leadership Conference to participate in our National Showcase. Except for finalists participating in the National Showcase, all components of the National Virtual Competitions are completed online.

Members can participate in virtual events either as individuals or as teams. There are a total of ten (10) virtual events and are open to all divisions (ML | S | PS):

- (V01) Virtual Multimedia & Promotion Individual
- (V02) Virtual Multimedia & Promotion Team
- (V03) Software Engineering Team
- (V04) Web Application Team
- (V05) Mobile Applications
- (V06) Promotional Photography
- (V07) Cybersecurity / Digital Forensics
- (V08) Start-up Enterprise Team
- (V09) Financial Portfolio Team
- (V10) Virtual Branding Team
- (V11) 2D Animation Team – Pilot
- (V12) Social Media Marketing Campaign Team - Pilot



Important information regarding Virtual Events:

- The deadline to register for virtual events is **December 1, 2022, at 11:59 p.m. Eastern Time.**
- The Middle Level, Secondary, and Post-secondary divisions will compete independently, aligning with our WSAP program where each division competes independently based on the division each student is affiliated with.
- Student members may participate in an unlimited number of virtual events and there are no limitations on the number of competitors that a local chapter may register for virtual events.
- **Additional cost:**
 - **\$10.00 per individual virtual event registration**
 - **\$20.00 per team virtual event registration (2-4 members)**

To learn more about our virtual events, visit

<https://bpa.org/students/compete/virtual-competitions-and-nlc-national-showcase/>.

Student Certification Series

We offer an enhanced certification series for all of our students to make sure they get the most out of their experience with Business Professionals of America! We understand participating in a CTSO like Business Professionals of America can raise questions. Where do you start? Who do you go to? How can you take advantage of all the opportunities available? That's why we put together our unique student certification series to provide our student members with information and resources to be successful. To learn more, visit

<https://bpa.org/students/student-certifications/>.

Advisor Certification Series

BPA Advisors can gain knowledge and expertise by participating in and completing professional development and certification programs offered by the national organization or outside partners. Our Advisor professional development and certification programs are designed to orient local chapter advisors to BPA and prepare them for success in the classroom through online training, peer-to-peer engagement, and national program resources. Advisors will also receive continued support throughout the year by participating in our BPA Webinar Series and Advisor Connections program. To learn more, visit

<https://bpa.org/educators/advisor-certifications/>.

Partner Contests

Business Professionals of America is proud to partner with organizations, State Associations, and businesses in an effort to enhance the competitive offerings available to members leading up to and including the National Leadership Conference. We encourage all members to strive for excellence through our partner programs. To learn more about partner contests, visit <https://bpa.org/students/partner-contests/>.

Local Officer Elections

Part of what makes BPA special is the role student members play in the organization. Student members can run for office at the Local, Regional, State, and National level (Secondary and Post-secondary only). For additional information refer to **Appendix IV: Local Officer Roles and Responsibilities**.

Regional and State Officer Positions

Regional and State officers are heavily involved in planning State Association events like the State Leadership Conference. They represent BPA on behalf of their school or State Association in their school and community. Contact your State Advisor for more information about running for Regional or State Officer.

Run for Executive Council

Members of the Executive Council experience a year of leadership and opportunity unparalleled in other student organizations. They communicate throughout the year to BPA membership, attend state conferences as guests, exhibit for BPA at a variety of national conferences, help plan the National Leadership Conference, and emcee and present at the National Leadership Conference. Finally, the Secondary and Post-secondary Presidents hold voting seats on BPA's Board of Trustees, an opportunity unique to BPA. To learn more, visit

<https://bpa.org/students/run-for-national-office/>.

Quality Chapter Distinction

Quality Chapter Distinction (QCD) is a special award given to fully involved and active BPA chapters. Advisors of QCD chapters receive a certificate and a ribbon to attach to their name badge at the National Leadership Conference. For the Quality Chapter Distinction application and additional information, visit <https://bpa.org/students/scholarships-and-awards/quality-chapter-distinction/>.

Scholarships and Awards

Each year at the National Leadership Conference, BPA awards a variety of scholarships to Secondary and Post-secondary members. The application is published near the beginning of each calendar year and the application deadline is **April 1, 2022**. Scholarships are available for Business Professionals of America members only. To learn more and apply for available scholarships, visit <https://bpa.org/students/scholarships-and-awards/>.

Special Olympics

Special Olympics is the official national service organization for members participating in Business Professionals of America. Special Olympics is a global nonprofit organization targeting the nearly 200 million people around the world who have disabilities. With a presence in nearly 200 countries worldwide and seven world-regional offices, the Special Olympics are constantly expanding.

We encourage your chapter to get involved in the Special Olympics. Document your Special Olympics service or fundraising and your efforts can be recognized with BPA's Special Olympics BPA Cares Award. To learn more, visit <https://bpa.org/students/bpa-cares/special-olympics-award/>.

BPA Leads - Virtual Leadership Academy

BPA Leads is our leadership development initiative created to offer all members access to relevant leadership development content via interactive sessions, guest speakers, scenario exploration, and project-based learning. The Virtual Leadership Academy has six or eight weekly sessions in which participants have access to tools and resources that will elevate their leadership journey. Robust Q & A periods offering real-time feedback are conducted by the National Staff, our sponsoring partner, or a special guest presenter throughout the series. This is a free offering to all members and a way to create community across the organization.

Webinar Series

BPA offers a wide range of webinars throughout the membership year designed to educate, train, and inform our members. We highly encourage you to participate in these webinars to learn more about our organization and enhance your overall BPA experience. To access upcoming webinars or to view archived webinars, visit <https://bpa.org/events/webinar-series/>.

BPA Resources

Educator Resources

Whether you want to familiarize yourself with the BPA membership deadlines and registration or are looking for downloadable resources for chapter promotion and recruitment, this is the place for you. To access all materials designed to help you manage a successful chapter, visit <https://members.bpa.org/advisors/resources>.

Other Opportunities

Contact your State Advisor for suggestions on how to become a fully involved BPA chapter in your state including Fall Leadership Conferences, CTSO State Programs, CTE Programs and State Leadership Conferences.

bpa.org

Business Professionals of America utilizes the website for primary communication and sharing of resources with chapter advisors and members. The BPA website can be found at <https://bpa.org>. It is a comprehensive resource for all stakeholder audiences, including BPA chapters, members, advisors, and the public.

BPA Member Gateway

The BPA Member Gateway is the ultimate resource and interactive community dedicated to students, advisors, classroom, and chapter resources. The BPA Member Gateway can be accessed at <https://members.bpa.org>. Here you will be able to access links, tools, curricula, and communication exclusively for BPA members.

- WSAP Download Center
- WSAP Contest Preparation Resources
- WSAP Competition Presentation Template Package
- WSAP National Winning Project Showcase
 - Highlighting the top National projects in a variety of WSAP events
- BPA Cares & Scholarship Portal
 - All Applications in one location
- Learning Management System
 - Student Certification Series (Level One and Level Two)
 - Advisor Certification Series
 - Diversity & Inclusion Training
 - BPA Shares – Best Practice Sharing Portal
 - BPA LEADS – Leadership Courses
- Resources available to all BPA members and content curated by type (student, advisor, State Advisor)

NOTE: Membership invoices must be submitted before you will have access to these resources.

THE SOURCE

THE SOURCE is an e-communication resource that is deployed bi-monthly to advisors from mid-August through early-June annually and includes information updates on programs and services and partner resources. In addition, THE SOURCE serves as a best practices shared resource.

BPA Mall

The BPA Mall launched on the bpa.org website in September 2019, opening an online portal for members to purchase BPA merchandise and accessories. In addition to the BPA Storefront managed by the National Center, the BPA Mall also includes nationally authorized and approved vendors who deliver official National BPA products including graduation regalia, officer pins, official uniforms and patches, and legacy merchandise. Visit the BPA mall at bpa.org/mall.

Organizational Structure

Business Professionals of America, Inc. is an incorporated not-for-profit association formed for the purpose of creating, directing, and supervising the activities of the unincorporated national student and alumni organization called Business Professionals of America.

Chartered State Associations

Business Professionals of America, Inc. is a national organization of chartered State Associations, each having their own chapters and individual members. Collectively, the State Associations form the Corporate Board and elect the Board of Trustees. The Board of Trustees establishes desired national policy affecting all the State Associations. The Secondary and Post-secondary divisions elect student national officers who preside over the annual National Leadership Conference (NLC).

All local chapters within a state comprise the State Association. Each State Association establishes policy and procedures within that state. Each State Association holds leadership conferences, where members elect state officers, attend seminars and display career-technical competencies through competition.

Student members make up the local chapters. The local chapters elect officers and serve their school and business community through chapter activities. Local advisors (teacher-coordinators) serve as sponsors for local chapters and provide programs designed to see that student members acquire career-technical, social, leadership and human relations skills.

Each BPA Chartered State Association has its own governing body and a State Advisor who directs State programs and conferences. National Business Professionals of America is built from the partnership of these State organizations working together to form a corporate body and an alliance of State Association Advisors in the State Association Advisory Council (SAAC).

Independent Chapter Charters

A foreign chapter or an individual school chapter from a non-affiliated state or territory may request issuance of a charter by submitting a letter to the National Center. The letter shall include a copy of the by-laws of the school chapter and a charter fee as determined by the Board of Trustees of Business Professionals of America, Inc.

National BPA Board of Trustees

The Business Professionals of America Board of Trustees is a talented group of educators, organization and community leaders, and industry professionals dedicated to the Mission and Vision of our organization. The Board of Trustees is composed of 13 voting members and two non-voting ex-officio members. This group meets regularly throughout the membership year and manages all affairs of Business Professionals of America. To learn more about our current Board of Trustees, visit: <https://bpa.org/about-us/our-people/board-of-trustees/>.

State Association Advisory Council (SAAC)

The State Association Advisory Council (SAAC) serves as a liaison between State Associations, Board of Trustees, and national staff of Business Professionals of America. This group promotes the mission, vision, and goals of the national organization and provides input to the BPA Board of Trustees and National Staff regarding national programs and activities affecting State Associations.

The State Association Advisory Council collaborates with BPA's Classroom Education Advisory Council as well as other support groups and special committees to improve programs. In addition, members of the Council support and facilitate the implementation of programs, policies and activities as established by the Board of Trustees of Business Professionals of America. To learn more about our current State Association Advisory Council, please visit: <https://bpa.org/about-us/our-people/state-association-advisory-council/>.

Classroom Educators Advisory Council (CEAC)

The Classroom Educators Advisory Council (CEAC) serves as a liaison between Business Professionals of America chapter advisors and its Board of Trustees. Its purpose is to promote the objectives of the Business Professionals of America programs, establish and monitor effective Workplace Skills Assessment Program competitive events, serve as a clearinghouse for suggested improvements and changes pertaining to competitive events and ensure that their State Association is informed of currently adopted Workplace Skills Assessment Program guidelines.

The Classroom Educators Advisory Council is responsible for updating and revising the Competitive Events Guidelines, Style & Reference Manual and the Human Resources Manual of the WSAP as well as performing reviews and audits of individual competitive events, developing and updating the guidelines for authors, auditors, administrators, proctors, and judges and researching emerging business practices and recommend additions and deletions to the Workplace Skills Assessment Program, including alignment with national standards, industry certifications, and workplace validation. To learn more about our current Classroom Educators Advisory Council, please visit <https://bpa.org/about-us/our-people/classroom-educators-advisory-council/>.

National Business Advisory Council (NBAC)

The National Business Advisory Council (NBAC) was established to provide a liaison between business and industry and BPA's Board of Trustees. The purpose of the Council is to offer insight and guidance on the future of business and industry to assist with the development of programs that offer real-world experience for BPA students. The membership of NBAC consists of representatives from various segments of the business community. It is important to the organization's Board of Trustees that the strength, knowledge, and expertise of this group are utilized to help with the advancement of BPA's student members, and that the make-up of the Council offers a variety of experiences and opinions from different sectors of business and industry to better serve the organization and its members.

All members of the Council are approved by the Board of Trustees based upon recommendations from the Council Chair and other members serving on the National Business Advisory Council. To learn more about our current National Business Advisory Council, visit: <https://bpa.org/about-us/our-people/national-business-advisory-council/>.

Executive Council

Members of the Executive Council, BPA's student leadership team, represent the student members from across the country. The officers serve a one-year term and are elected each year during the National Leadership Conference.

The officers represent the BPA at various conferences and meetings throughout the nation during their term of office. In addition, they may make recommendations to the Board of Trustees as well as to the members of their respective divisions. They also oversee all meetings at the National Leadership Conference.

The Secondary Division Executive Council is composed of up to six (6) officers and the Post-secondary Division Executive Council is composed of up to four (4) officers. To learn more,

please visit <https://bpa.org/about-us/our-people/national-officers/>.

National Staff

Working primarily remotely throughout the U.S., the national staff comprises a diverse group of professionals with a wide range of expertise in nonprofit and association management, member services management, program development and evaluation, partnership development, financial management, communications strategies, event management, organizational expansion strategy, technology advancement, leadership development, education, and more. Together, we aim to provide responsive programs and services of the highest quality to the internal and external partners of Business Professionals of America. To learn more about National Staff, including individual roles and responsibilities, please visit <https://bpa.org/about-us/our-people/our-staff/>.

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Advocate for BPA

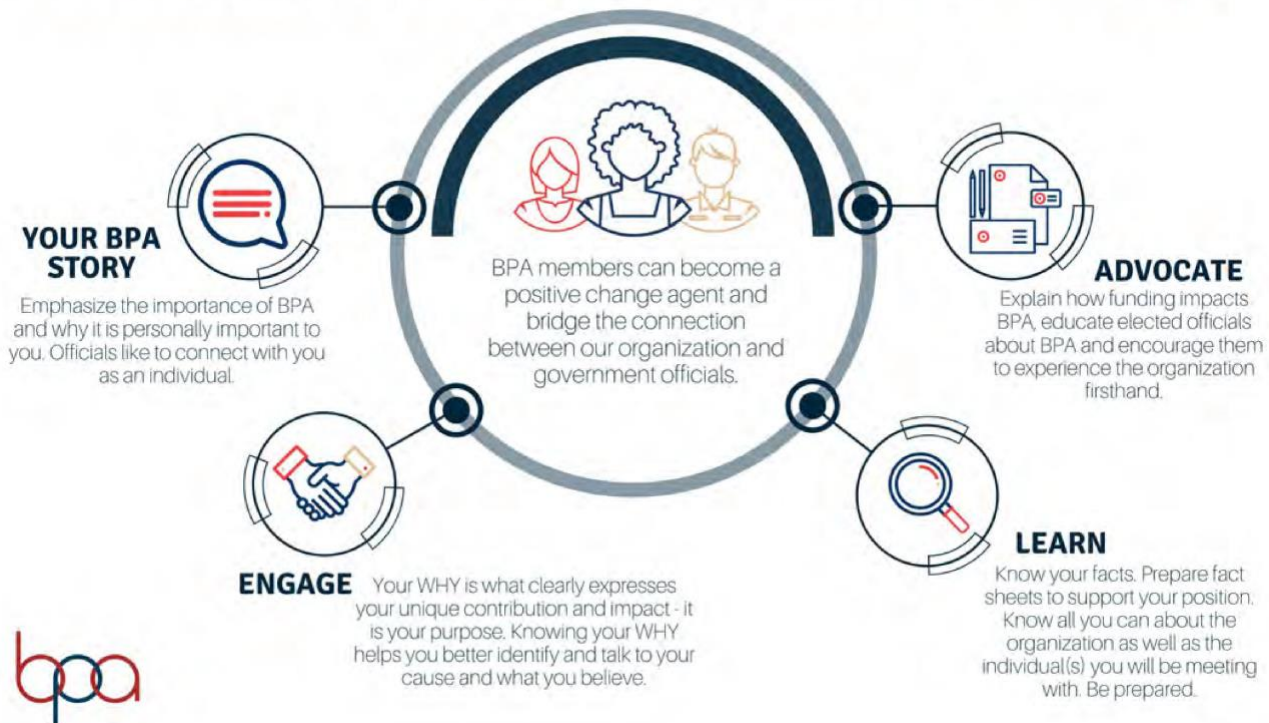
Become a positive change agent and bridge the connection between Business Professionals of America and government officials. Advocacy is important to Business Professionals of America for many reasons. Building strong relationships with elected officials and other key decision-makers is important to the work of our organization and helps assure our members' success.

From receiving federal funding to being a fundamental part of Career and Technical Education, it is vital that we promote our organization, the opportunities we offer and continuously prove that CTE and BPA are necessary in shaping the next generation of business professionals and leaders.

Additionally, advocacy grants the opportunity for our members to share their story about how BPA has made an impact in their lives and allows legislators to create a focus, especially when approximately 6,500 bills are considered each day.

Although advocacy in action involves reaching out to government officials, legislators, and decision-makers in an effort to educate and inform them about issues you are passionate about, it is also incredibly diverse and can include being active and vocal on social media. Visit: <https://bpa.org/get-involved/advocate/> to learn more about how you can advocate for BPA.

ADVOCATING FOR BUSINESS PROFESSIONALS OF AMERICA



Membership Overview

Business Professionals of America provides membership opportunities for a broad range of students, varied in age and skill level. To qualify for student membership, an individual member shall be a member of one of the following divisions:

Middle Level Division

Our Middle Level Division is comprised of two (2) sections:

- **Regular Membership:** For middle school students enrolled or formerly enrolled in initial, refresher, or upgrading business, career technical and career, or related education programs.
- **Virtual Membership:** Non-affiliated students that do not have access to a chartered chapter, albeit active or inactive, and belongs to a middle level program or any other recognized education program at the middle level, that currently holds interest and is enrolled, or previously enrolled, in a business, information technology, and/or office occupation related education field.

Secondary Division

Our Secondary Division is comprised of three (3) sections:

- **Regular Membership:** For high school students enrolled or formerly enrolled in initial, refresher, or upgrading business, career technical and career or related education programs.
- **Associate Membership:** Associate Member designation is for high school students enrolled or formerly enrolled in initial, refresher, or upgrading business, career technical, and career or related education programs for special populations.
- **Virtual Membership:** Non-affiliated students that do not have access to a chartered chapter, albeit active or inactive, and belongs to a secondary program or any other recognized education program at the secondary level, that currently holds interest and is enrolled, or previously enrolled, in a business, information technology, and/or office occupation related education field.

Post-secondary Division

Our Post-secondary Division is comprised of two (2) sections:

- **Regular Membership:** Students enrolled in a certificate or associate, undergraduate, or graduate degree in a business-related program of study or course from an institution accredited by the appropriate state agency.
- **Virtual Membership:** Students enrolled in a certificate or associate, undergraduate, or graduate degree in a business-related program of study or course from a non-affiliated institution accredited by the appropriate state agency.

National Virtual Chapter

The National Virtual Chapter offers any student that does not have access to a local chapter or virtual chapter within a state-chartered association, or resides in a non-chartered state, the opportunity to apply for membership to the National Virtual Chapter. For those students that reside in a state-chartered association, approval must be granted by the respective State Advisor. To see eligibility requirements and apply, visit <https://register.bpa.org>.

Advisor Membership

To qualify for advisor membership, an individual member shall be a member of one of the following divisions:

- **Middle Level Division:** Middle Level teachers, teacher coordinators, teacher educators, and supervisors; employers and/or training station sponsors of business, office education, and/or information technology education students; advisory committee members; and others at the middle school level willing to contribute to Business Professionals of America growth and development.
- **Secondary Division:**
 - **Regular Membership:** Teachers, teacher-coordinators, teacher-educators, and supervisors; employers and/or training station sponsors of business education, information technology, and/or office education students; advisory committee members; and others at the secondary level willing to contribute to Business Professionals of America growth and development.
 - **Associate Membership:** Teachers, teacher-coordinators, teacher-educators, and supervisors; employers and/or training station sponsors of business education, information technology, and/or office education students; advisory committee members; and others who work with special population students at the secondary level willing to contribute to Business Professionals of America growth and development.
- **Post-secondary Division:** Post-secondary Teachers, teacher-coordinators, teacher-educators, friends of Business Professionals of America, corporate sponsors, and others at the certificate, associate, undergraduate or graduate level willing to contribute to Business Professionals of America growth and development.

Alumni Division Membership

Our Alumni Division is open to any former active member from the Middle Level, Secondary, or Post-secondary Division. The BPA Alumni Division was established to provide a means for former students and advisors to maintain their involvement with BPA through continued service and support as well as provide networking opportunities with other like-minded professionals.

Professional Membership

A professional member may be any person associated with BPA. Such members may include teachers, teacher-coordinators, teacher-educators and supervisors, employers and/or training station sponsors of business education, friends of Business Professionals of America, corporate sponsors, and others appointed by the governing educational body willing to contribute to Business Professionals of America's growth and development. Professional members are stand-alone members, not serving as part of a chartered division.

Annual Membership Procedures, Dues and Deadlines

Membership Registration System (MRS)

At the beginning of each school year, an Advisor from each local chapter must use the online Membership Registration System (MRS) to register advisor and student members for the current membership year.

Once members are registered, an invoice is generated to facilitate payment of membership dues, which must be paid within thirty (30) days of the invoice date.

The Membership Registration System can be accessed at register.bpa.org.

Important Notes:

- **Members will not be able to access our Torch Awards Program, WSAP Download Center or any other programs requiring a member login until the membership invoice has been submitted.**

Annual National Membership Dues

 ANNUAL NATIONAL MEMBERSHIP DUES	MIDDLE LEVEL DIVISION \$10
	SECONDARY DIVISION \$14
	POST-SECONDARY DIVISION \$14
	ALUMNI DIVISION \$20 - Annual \$125 - Lifetime
	PROFESSIONAL MEMBERSHIP \$25

Annual State Membership Dues

Each Chartered State Association sets their own state membership dues. Please check with your [State Advisor](#) to learn more about state membership dues. If you reside in a non-affiliated state or foreign territory, you will only pay National BPA membership dues.

Important Membership Deadlines:

- **November 1, 2022:** Membership processed by this date will ensure that chapters receive all communications from National Business Professionals of America and ensure membership deadlines for Regional and State events.
- **February 15, 2023:** Registrations received by this date will be eligible for competition at the National Leadership Conference.
- **State-Specific Deadlines:** Please contact your [State Advisor](#) for specific deadlines related to Regional or State Conferences, as well as any other events hosted at the state level.

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National Leadership Conference

Join thousands of students from across the country who will gather to compete, showcase their business skills, and develop their leadership acumen at BPA's signature event of the year. The National Leadership Conference will offer four exciting days of competitions, leadership development, workshops, and Executive Council Elections. Whether it is by participating in competitions, running for national office, attending the National Leadership Academy, participating in the NLC Volunteer and Internship Program, receiving an award, or participating in elections, there are numerous ways to qualify.

NLC attendees participate in WSAP competitive events, have the opportunity to earn industry certifications, attend leadership development programs, and much more. Several general sessions plus an awards session highlight the conference schedule. Students also get the opportunity to experience a different American city each year, taking tours, seeing the sights, and meeting new friends from around the world.

Qualifying for NLC

To be eligible to participate in our WSAP Competitive Events Program you must be a registered member and have paid your membership dues by **February 15, 2023**.

In order to attend the National Leadership Conference, a participant must be a registered BPA member in good standing and be accompanied by an approved chaperone. Additionally, a member must qualify to attend NLC in at least one of the following ways:

- By finishing high enough in a State WSAP Competitive Event. Contact your State Advisor for information on regional and state conferences where WSAP contests take place.
- Be a local, regional, or state officer.
- Represent your state as a voting delegate for your division.
- Be involved in a National Officer campaign either as a candidate or otherwise actively involved.
- Earn an Ambassador Torch Award or BPA Cares Award.
- Participate in the National Leadership Academy and/or National Volunteer & Internship Program.
- Be involved in the NLC in a manner which is purposely planned by the BPA member and local advisor.

Future Conference Site	Dates
Anaheim, California	April 26–30, 2023
Chicago, Illinois	May 10–14, 2024
Orlando, Florida	May 7–11, 2025
Nashville, Tennessee	May 6–10, 2026

National BPA Dress Code

Official Officer Attire

In order to promote a professional atmosphere, BPA has specific attire for its officers. The following is an outline of the proper officer attire:

1. Navy blue blazer with official BPA logo placed on the left chest pocket.
2. Only the membership pin should be worn on the left lapel. No other pins or accessories should be worn on the left lapel.
3. The following items can be worn on the right lapel of the blazer:
 - Highest officer pin
 - Highest earned torch pin
 - One earned merit scholar pin
 - Name badge



National Leadership Conference (NLC) Dress Code

In order to promote a professional atmosphere, BPA's National Board of Trustees has developed the following official dress code policy for the Business Professionals of America National Leadership Conference. Students, advisors, and chaperones must follow the dress code. It is also recommended that all guests follow the established dress code policy.

- Members not dressed in required attire will not be allowed to participate in any session or any competitive event.
- Members not adhering to the Professional Dress Code will not be allowed on stage.
- Members refused entrance to an event will be given the opportunity to change into appropriate attire immediately and participate/compete in the event. Having changed into appropriate attire, the member will join testing in progress. No additional time will be given for time missed.
- Members also have the right to grieve the issue immediately after being refused entrance. Grievance of the Dress Code policy will not be accepted if not received in writing at Competitive Events headquarters within one (1) hour of the infraction in question.

Professional Dress Code

Required for the following events: General Sessions, all Competitive Events (judged, non-judged, and open), Campaign Rally, Caucuses, Workshops, National Leadership Academy:

- Dress slacks, dress shirt, and tie
- Pant or skirt suit
- Suit, dress shirt, and tie

- Dress skirt or dress slacks with coordinated blouse and/or sweater
- Sport coat, coordinated dress slacks, dress shirt, and tie
- BPA blazer with dress skirt or dress slacks with blouse or sweater
- BPA blazer with dress slacks, dress shirt, and tie
- Dress shoes with socks
- Dress heels or closed-toed flats

* Skirt length may be no higher than two inches above the top of the knee.

* All denim is excluded for any of the items listed above.

* No tennis shoes, sandals, flip-flops, or open-toed flats

Casual Dress Code

Acceptable for the following events: Tours, Special Events and Exhibit Hall:

- Jeans, pants, shorts, shirt, t-shirt

*Footwear is required with all the above.

The following are deemed unacceptable during BPA activities:

- Strapless tops, spaghetti straps, tube tops, halter tops, or midriff tops
- Spandex, lycra, or transparent clothing
- Cut-offs or torn clothing
- Clothing with inappropriate words and pictures
- Swimsuits must be covered with appropriate attire while in any area except the swimming pool or designated sunbathing area.

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Starting a New Chapter

Steps for Starting a New Chapter

Step 1: Review this Local Chapter Handbook to have a thorough understanding of your role and responsibilities.

Step 2: Complete a **New Chapter Request**. This is an online application that begins the process for your chapter at the BPA National Center and in your State Association. To access the New Chapter Request, please visit register.bpa.org.

Step 3: If your chapter is located within one of our chartered State Associations, your Chartered State Association Advisor will review your application and approve your request provided you meet all the qualifications. If your chapter is in a non-affiliated state or foreign territory, National BPA will review your application and approve your request provided you meet all of the qualifications.

Step 4: Once your local chapter has been approved, you will receive a welcome email from your Chartered State Association Advisor and/or National BPA. Your login credentials to access our Membership Registration System (this is the system used to register members at the beginning of each year and to register for the National Leadership Conference) will also be provided.

Local Advisor Role

The Local Advisor is responsible for setting the chapter up at the local school by meeting with the principal or other appropriate officials, recruiting members, recruiting additional advisors, and setting up the chapter's first meetings.

Educator Resources

Whether you are looking to familiarize yourself with the BPA membership deadlines and registration or looking for downloadable resources for chapter promotion and recruitment, this is the place for you. To access all materials designed to help you manage a successful chapter, please visit: <https://bpa.org/educators/resources/#content-start>.

State Advisor Role

Your State Advisor will serve as your primary contact for state-specific BPA events. This includes getting involved in State and Regional conferences, which is where members compete in WSAP events to qualify for the National Leadership Conference. Your State Advisor is also your primary contact for State awards programs, State officer elections, general state procedures, etc.

Other Opportunities

Contact your State Advisor for suggestions on how to become a fully involved BPA chapter in your state including Fall Leadership Conferences, CTSO State Programs, CTE Programs and the State Leadership Conference.

National BPA Staff Role

The National Center staff will provide any assistance you might need with the Membership Registration System, the National Leadership Conference, WSAP Event Guidelines, Executive Council Elections, and other national programs such as our Torch Awards and BPA Cares Programs. To learn more about national staff, including individual roles and responsibilities visit <https://bpa.org/about-us/our-people/our-staff/>.

The BPA website is also an excellent resource and can be accessed by visiting: <https://bpa.org/>. For additional information, see **Appendix I: New Chapter Checklist**.

(All remaining pages will be dedicated to Appendix I-VIII)

Appendix I: New Chapter Checklist

	Review this Chapter Handbook (understand roles and responsibilities).
	Communicate with school administration to seek approval for starting a chapter. In some cases, approval may be required by your local school board.
	Identify the school staff person who will serve as the local chapter advisor(s).
	Submit New Chapter Request online at register.bpa.org .
	If your chapter is located within one of our chartered state associations, your State Advisor will review your application and approve your request provided you meet all the qualifications. If your chapter is located in a non-affiliated state or another country, the National Center will review your application. You will also receive a welcome email along with your login credentials for the Membership Registration System).
	Connect with your State Advisor to learn about any state-specific guidelines or requirements (state membership dues, available conferences, resources, etc.).
	Schedule your first chapter meeting to officially start your chapter at your school. (see Appendix III: Sample Agenda for Chapter Meeting)
	Recruit student members. (Resources: https://members.bpa.org/advisors/resources/)
	Create your own local chapter handout, which should outline the benefits of joining your local chapter and any membership dues you plan to collect from each student member (if collecting dues, we recommend having the student sign the document).
	Register student members using the Membership Registration System (your login credentials were emailed to you when your chapter was approved). For assistance, please contact National BPA at support@bpa.org .
	Pay your membership invoice. If paying by purchase order, work with your school finance department to secure a PO# in order to initiate the invoice payment process. Important Note: Many schools require that the date on the submitted invoice be on or after the date your PO# has been approved. If this is the case, <i>please do not submit your invoice until after securing your PO#</i> . For additional assistance, please contact Michele Gordon, at mgordon@bpa.org .
	Formulate your local chapter bylaws and have them approved by your administration and/or school board. These bylaws will serve as the governing document for your local chapter. (see Appendix VI: Sample Chapter Bylaws)
	Elect local chapter officers. (see Appendix IV: Sample Officer Roles and Responsibilities)
	Create a BPA calendar and set goals for your local chapter for the BPA year. Include local chapter meetings, state conferences, the National Leadership Conference, Workplace Skills Assessment Program (WSAP) competitive events, Torch Awards, BPA Cares Program, fundraisers, regional/state/national officer elections and the official BPA Week. (see Appendix II: Sample Chapter Calendar)

To download a Microsoft Word or PDF version visit: members.bpa.org.



Appendix II: Sample Chapter Calendar

September

- Chapter kick-off meeting / party
- Host membership drive
- Recruit members
- Elect local chapter officers (if not completed in the spring)
- Formulate Program of Work
- Register members with National BPA
- Pay membership invoice

October

- Hold chapter meeting
- Introduce Torch Awards Program
- Introduce WSAP Competitive Events
- Attend State Conference
- Start Student Certification Series

November

- Hold chapter meeting
- Introduce BPA Cares Program
- Plan fundraising activities
- Select WSAP Competitive Events
- Start BPA LEADS: Fall Leadership Academy

December

- Hold chapter meeting
- Host toy drive for local community
- Host toy drive for local community
- Prepare for Regional Conference

January

- Hold chapter meeting
- Attend Regional Leadership Conference
- Continue fundraising efforts
- Continue Torch Awards Program

February

- Hold chapter meeting
- BPA Week (2nd full week)
- Submit final members and pay membership dues by **2/15**
- Prepare for State Leadership Conference
- Submit State Torch Award résumés
- Focus on BPA Cares Program

March

- Hold chapter meeting
- Attend State Leadership Conference
- Register for NLC – deadline is **4/1**
- Apply for Quality Chapter Distinction
- Apply for NLC internships
- Submit Ambassador Torch Award résumés
- Submit BPA Cares applications
- Apply for scholarships

April

- NLC Registration Deadline is **4/1**
- Hold chapter meeting
- Accept applications and elect local officers for next membership year
- Prepare to compete at NLC
- Host BPA Awards Banquet
- Attend NLC

May

- Hold final chapter meeting / party
- Recognize chapter and member achievements

To download a Microsoft Word or PDF version visit: members.bpa.org

Appendix III: Sample Agenda for Chapter Meeting

BPA Chapter Meeting Agenda

September 9, 2022

4:00 p.m. ET

Call to Order.....	President
Roll Call.....	Secretary
Approval of previous meeting minutes	Secretary
Welcome	Local Advisor
Chapter Financial Report	Treasurer
Other Chapter Officer Reports	Various
Committee Reports	Chairperson
<ul style="list-style-type: none"> • Social Media • Fundraising • Scholarships 	
Any Unfinished Business.....	President
<ul style="list-style-type: none"> • Local Chapter Dues Increase 	
New Business	President
<ul style="list-style-type: none"> • Assign volunteers to work concessions at home athletic events 	
Schedule Next Meeting	Local Advisor
Adjournment	President

To download a Microsoft Word or PDF version visit: members.bpa.org
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Appendix IV: Sample Officer Roles and Responsibilities

These sample role and responsibilities are to be used as a guide to assist you in developing your local chapter officer team. You can select which officer positions will lead your chapter or even use a different model (for example, some local chapters have a President and then multiple Vice Presidents who manage different areas). Regarding the specific duties of each position, you can tailor them to meet the needs of your chapter.

General duties shall be expected of all chapter officers:

- A genuine desire to be a servant leader
- Be willing to accept responsibility
- A commitment to lead by example
- The ability to work well with others
- Facilitate an environment in which chapter members feel welcome and included
- Encourage individual and chapter participation in BPA related events
- Knowledge and understanding of BPA
- Adhere to the local, state, and national Business Professionals of America Constitution and Bylaws and be a member in good standing
- Promote the general welfare of BPA at all times

President

It shall be the duty of the President to preside over all local chapter meetings; establish and appoint members and chairs of appropriate committees; assist these committees as needed; serve as ex-officio, non-voting member of all committees; and perform other duties of a presiding officer.

Other duties of the President, include:

- Helps the chapter carry out assigned goals
- Maintains good attendance and is in close contact with fellow officers, chapter members, and the advisor
- Call other officers to chair as necessary and desirable
- Represent the chapter at special school events
- Coordinate chapter activities by keeping in close touch with other officers, the membership, and the advisor
- Keep chapter work moving in a satisfactory manner by following up on progress being made on all activities
- Assists with financial aspects of the chapter, including creation of budgets, statements, and fundraisers
- Responsible for managing all local chapter social media accounts, responding to all email inquiries, and any other communications media

Appendix IV: Sample Officer Roles and Responsibilities

- Has working knowledge of most competitive events to properly make suggestions to members on what events may suit them best
- Organizes and plans speakers to visit the chapter to discuss a wide array of topics pertinent to business, college, etc.
- Completes and submits all Special Recognition Award applications
- Supports and reports to the chapter advisor at all times

In presiding over meetings, the President should adhere to the following:

- Arrives before the meeting time to ensure that everything is prepared and ready
- Always have an agenda for each meeting
- Calls the meeting to order
- Follows the agenda and brings up items in their logical order, leading the discussions, preventing members from breaking into series of private conversations
- Keep members on the subject and the discussion within a time limit
- Speak clearly and audibly
- Maintain order during the meeting
- Summarize what has been said to get a decision on a topic

Vice President

It shall be the duty of the Vice President to serve in any capacity as directed by the President; accept the responsibilities of the President as occasions may demand; help ensure committees are working efficiently; and oversee the Torch Awards Program for all chapter members.

Other duties of the Vice President include:

- Takes the lead on compiling and publishing local chapter reports
- Coordinates all recruiting and membership activities of the local chapter, including:
 - Organizing other officers and veteran members to assist in a campaign to educate and attract new BPA members
 - Implementation of strategic marketing campaigns to successfully recruit new members
 - Develops interactive, skill-building activities for members
- Represents the Chapter at special events as a role model to others
- Notifies the President prior to each meeting for items that should be placed as action items on the agenda
- Sends birthday cards, thank you notes, etc. to members (optional)
- Develops and implements new team building projects
- Assist the President or chapter advisor as needed
- Supports and reports to the chapter advisor at all times

Appendix IV: Sample Officer Roles and Responsibilities

Secretary

It shall be the duty of the Secretary to keep an accurate record of minutes for all chapter meetings and provide a copy of the minutes and any substantiating reports to the President and chapter advisor.

Other duties of the Secretary include:

- Keeps a membership list and record of attendance at chapter meetings
- Calls meeting to order in absence of the President and Vice President
- Reads minutes of meetings and call President's attention to any unfinished business
- Maintains a positive relationship with all members and officers
- Works on communications and calendar of events
- Utilizes all available resources to communicate important information to members
- Counts the votes when a vote is by raising hands or standing unless tellers have been appointed
- Collects and records reports of all committees and all written resolutions

Regarding keeping an accurate record of minutes for all local chapter meetings, the Secretary shall include the following information:

- name of BPA chapter
- type of meeting
- place, date, and time
- name of presiding officer
- chapter members present
- all business proceedings
- reports of committees, motions stated, and action taken
- signature of Secretary

Treasurer

It shall be the duty of the Treasurer to keep accurate records of all financial transactions conducted by the local chapter, provide a financial report at each chapter meeting, and work closely with the President and chapter advisor on fundraising initiatives.

Other duties of the Treasurer include:

- Chairs the Finance Committee
- Helps plan the chapter budget for the year
- Explains the proposed budget to the officers and the members
- Protects the financial reputation of the chapter by ensuring financial obligations are met promptly
- Actively pursues opportunities to earn money for the chapter

Appendix IV: Sample Officer Roles and Responsibilities

- Maintains confidentiality of matters concerning money and finances (on a need-to-know basis)
- Maintains accurate records of expenses and revenue for every activity involving money
- Confidentially informs members regarding their account balance status
- Works directly with the advisor to manage chapter finances

Reporter

It shall be the duty of the Reporter to prepare and submit the organization's news to all news media; serve as the public relations liaison between the local chapter and the state association, compile chapter activity news for the school newsletter, and work closely with the President and chapter advisor to promote all chapter activities.

Parliamentarian

It shall be the duty of the Parliamentarian to advise the President and other chapter members on the orderly conduct of business in accordance with the chapter bylaws and the current edition of *Robert's Rules of Order, Newly Revised*; be responsible for the general conduct at all chapter meetings; and rule on rules of order, should the occasion arise, during chapter meetings.

Other duties of the Parliamentarian include:

- Assists chapter members in understanding the fundamental purpose of parliamentary procedure
- Has reference materials pertaining to parliamentary procedure available for each meeting
- Watches for significant irregularities in parliamentary procedure and call them to the attention of the chair

Historian

It shall be the duty of the Historian to gather and file pictorial and factual information to be kept as permanent records of the chapter's activities, assist in preparing chapter news bulletins, and educate chapter members on the history of the chapter.

Other duties of the Historian include:

- Prepares news notes and articles for publication or broadcast
- Sends news notes to local or state reporters
- Assists in maintaining a chapter bulletin board
- Supplies material for chapter reports

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Appendix V: Sample Template for Chapter Program of Work

Your Chapter Program of Work is your master plan designed to lead your chapter and is key for effective chapter management. Your program of work is a comprehensive plan of action, which includes your collection of goals and overarching ambitions. Like a road map, the program of work informs members of where they are going, how they will get there, and when they have arrived. It is a timely, specific itemization of the chapter's priorities or objectives to meet current local challenges.

Chapter Name: _____ **Date Created:** _____

Chapter Website: _____

Chapter Advisor: _____

Chapter Officers:

- President: _____
- Vice President: _____
- Secretary: _____
- Treasurer: _____
- Reporter: _____
- Historian: _____
- Parliamentarian: _____

Chapter Social Media Information:

- Twitter: _____
- Instagram: _____
- Facebook: _____
- SnapChat: _____
- LinkedIn: _____



Appendix V: Sample Template for Chapter Program of Work

List the activities or goals that you plan to accomplish in each of the following areas, which will help ensure effective chapter management.

Leadership Development:

Community Service:

Advocacy:

Social / Networking:

Fundraising:



Appendix V: Sample Template for Chapter Program of Work

Now that you have identified the action items you would like to pursue during the school year, place deadlines and/or outline a timeframe on the calendar for when you hope to accomplish these activities.

<u>September</u>	<u>October</u>	<u>November</u>
<u>December</u>	<u>January</u>	<u>February</u>
<u>March</u>	<u>April</u>	<u>May</u>

Appendix V: Sample Template for Chapter Program of Work

As chapter officers and advisor(s), we present this Program of Work as our plan for the current school year. We will communicate this plan with fellow members of our local chapter and report our accomplishments at the end of the year to chapter members and our local school board.

Signature of Chapter Advisor

Signature of Chapter President

Signature of Chapter Vice President

Signature of Chapter Secretary

Signature of Chapter Treasurer

Signature of Chapter Reporter

Signature of Chapter Historian

Signature of Chapter Parliamentarian

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Appendix VI: Sample Chapter Bylaws

**Business Professionals of America
(Insert Chapter Name)
(Insert Membership Division)**

BYLAWS

Preamble

With the identification of business, information technology, and office occupations as an area of career and technical education, it has become necessary to provide student group experience for **(insert your division here)** students interested in business education programs.

Leadership development through student groups can be effective in strengthening career and technical education for business, information technology, and office occupations.

It is deemed essential that:

- There be an established Career and Technical Student Organization to serve the needs of **(insert Middle Level, Secondary or Post-secondary here)** students interested in business, information technology, office occupations, and career related educational programs.
- **(Insert your school name here)** provide a means for membership in Business Professionals of America, in order to serve their career and technical educational interests.

Article I. Organizational Name

The name of this organization shall be "**(insert your chapter name and division here)**"

Article II. Purpose

The purpose of the **(insert your chapter name and division here)** shall be:

- To provide opportunities for chapter members in leadership and development.
- To unite in a common professional bond without regard to race, color, religion, national origin or ancestry, age, sex, marital status, creed, sexual orientation, or disability of students interested in business careers as their objective.

Appendix VI: Sample Chapter Bylaws

- To develop leadership abilities through participation in career and technology education, civic, recreational, and social activities.
- To assist students in establishing realistic career objectives.
- To create enthusiasm for learning.
- To promote high standards in ethics, workmanship, and scholarship.
- To develop the ability of students to plan together, organize, and carry out worthy activities and projects utilizing the democratic process.
- To foster an understanding of the functions of labor, entrepreneurial, and management organizations in the American free enterprise system.
- To develop competent, assertive business leaders.
- To develop and strengthen members' confidence in themselves and their work.
- To foster practical application of business and information technology education skills through competition.

Article III: Organization

- The **(insert your chapter name and division here)** shall be managed by an approved chapter advisor certified in Career and Technical Education, with support provided by **(enter your school name here)** administration.
- The **(insert your chapter name and division here)** shall follow all policies and procedures as outlined by all Business Professionals of America governing documents.

Article IV: Membership

- The **(insert your chapter name and division here)** shall follow the membership year as outlined by Business Professionals of America, which runs from September 1 through August 31.
- Membership in the **(insert your chapter name here)** shall consist of **(insert your division here)** members enrolled in a business- or technology-related program of study, with a career objective of gaining employment in a business-related career field.

Appendix VI: Sample Chapter Bylaws

- The **(insert your chapter name here)** shall be open to all students regardless of race, color, religion, national origin or ancestry, age, sex, marital status, creed, sexual orientation, or disability.
- The approved chapter advisor of **(insert your chapter name here)** shall set the annual chapter membership dues for student members.
- By paying dues and becoming a student member of the **(insert your chapter name here)**, each student member agrees to abide by the guidelines set forth by Business Professionals of America, as well as any established state and local bylaws, rules and regulations, dress codes, and competitive event guidelines.

Article V: Leadership

- The approved chapter advisor and elected local chapter officers of the **(insert your chapter name here)** shall manage the day-to-day operations and overall management of the chapter.
- The elected chapter officers of the **(insert your chapter name here)** shall consist of the following positions, which will serve a one (1) year term:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Reporter
 - Historian
 - Parliamentarian
- The approved chapter advisor reserves the right to remove a local chapter officer from their elected position if the officer fails to
 - carry out assigned duties.
 - exhibits conduct inappropriate of a local chapter officer.
 - exhibits conduct detrimental to the local chapter officer team.

Article VI: Qualifications to Run for Chapter Office

- To be eligible to run for a chapter office, chapter members must meet all qualifications as established by the chapter advisor or as outlined in the bylaws established by the **(insert your chapter name here)**.

Appendix VI: Sample Chapter Bylaws

Article VII: Duties of Chapter Officers

- **President:** It shall be the duty of the President to preside at all business meetings; with the approval of the chapter advisor, establish and appoint members and chairs of appropriate committees for a period not to exceed his/her term of office and assist these committees in their charge; serve as ex-officio, non-voting member of all committees; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the **(insert your chaptername here)**.
- **Vice President:** It shall be the duty of the Vice President to serve in any capacity as directed by the President or chapter advisor; accept the responsibilities of the President as occasions may demand; assist in compiling and publishing the chapter annual report; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the **(insert your chapter name here)**.
- **Secretary:** It shall be the duty of the Secretary to keep an accurate record of all chapter meetings; promptly submit one (1) printed copy of the minutes and any substantiating reports to the chapter advisor and President of the **(insert your chapter name here)**; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the **(insert your chapter name here)**.
- **Treasurer:** It shall be the duty of the Treasurer to keep accurate records of all financial transactions conducted by the chapter; provide a financial report at each chapter meeting; work closely with the President and chapter advisor on fundraising initiatives; and promote the general welfare of Business Professionals of America and the **(insert your chapter name here)**.
- **Reporter:** It shall be the duty of the Reporter to prepare and submit the **(insert your chapter name here)** news to all news media; compile chapter activity news for the local newsletter; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the **(insert your chapter name here)**.
- **Historian:** It shall be the duty of the Historian to document and submit all historical events such as conferences, meetings, etc.; compile local activities for the chapter scrapbook; be available for promoting the general welfare of chapter meetings; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the **(insert your chapter name here)**.



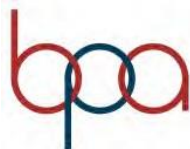
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Appendix VI: Sample Chapter Bylaws

- **Parliamentarian:** It shall be the duty of the Parliamentarian to advise the President and other chapter officers on the orderly conduct of business in accordance with the organization's bylaws and the current edition of Robert's Rules of Order, Newly Revised; be responsible for the general conduct at all local chapter meetings; rule on rules of order, should the occasion arise, during business meetings; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the **(insert your chapter name here)**.

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Appendix VII: Frequently Asked Questions

Q: How do I access the BPA Membership Registration System (MRS)?

A: Visit register.bpa.org and login using your login credentials.

Q: I forgot my password; what can I do?

A: Visit register.bpa.org, click on “**Forgot Password**” and provide your information.

Q: How can I access my membership invoice(s)?

A: Once logged into the Membership Registration System, click on the tab labeled “**Invoice History**” and all submitted invoices will be listed. Click on the invoice that you would like to view.

Q: When is my membership invoice due?

A: All invoices should be paid within thirty (30) days. If your membership invoice is not paid by February 15th, your chapter will be locked until payment is received and processed.

Q: Where can I mail payment for outstanding invoices?

A: Business Professionals of America, PO Box 729, Westerville, OH 43086

Q: How do I add an additional advisor to my chapter?

A: Login to the Membership Registration System, select the tab labeled “**Chapter Advisor(s)**”, click on “**Add Existing Advisor**” (if the individual is coming from another chapter) or “**Add New Advisor**” (if the individual has never served as an advisor before), and complete all required information (cells highlighted in red).

Q: How do I update my contact information?

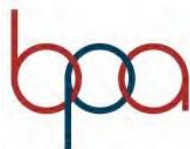
A: Login to the Membership Registration System, select the tab labeled “**Chapter Advisor(s)**”, click the pencil icon located under the “**Edit**” column, and update your information.

Q: How do I correct the spelling of one of my student members?

A: Login to the Membership Registration System, select the tab labeled “**Students**.” If it is within five (5) days of submitting your invoice, click the pencil icon under the “**Edit**” column and update the information. If outside of the five (5) day window, click the three-dots icon under the “**More Options**” column and update the information. Your request will have to be approved by your State Advisor or National BPA.

Q: How do I transfer a student member from one chapter to another?

A: To transfer a member from one chapter to another, please email National BPA Membership at membership@bpa.org. Be sure to include the reason you would like to transfer the student.



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Appendix VII: Frequently Asked Questions

Q: How can I download or print a copy of my membership roster?

A: Login to the Membership Registration System, select the tab labeled **"Students."** Click on **"Membership Download"** and you will have the option to choose PDF or CSV format.

Q: Where can I find student membership ID numbers?

A: Login to the Membership Registration System, select the tab labeled **"Students."** The student Membership ID is located under the column labeled **"Membership ID."**

Q: When will we receive our membership ID cards?

A: You are able to print your membership ID cards once your membership invoice has been paid. Login to the Membership Registration System, select the tab labeled **"Students."** Next, click on **"Print Membership Cards."** You can then select to print individual membership cards or print all.

Q: How can I substitute or delete a student member?

A: Any changes to an invoice that has been submitted must be completed within five (5) business days of the invoice being submitted. No substitutions or deletions are allowed after five (5) business days.

Q: Is there a manual that will help me navigate the BPA Membership Registration System?

A: Yes. Login to the Membership Registration System, click on the **"Resources"** tab. Next, click on **"Local Chapter Resources"** and then download the **"Membership Registration System Manual."**