

**BUSINESS PROFESSIONALS OF AMERICA
MICHIGAN ASSOCIATION
SECONDARY DIVISION
BYLAWS**

Article I – Name

The name of this association shall be Business Professionals of America, Michigan Association.

Article II – Purpose

Recognizing that the focus of attention of this organization is on the present and future of students currently or previously enrolled in a Business, Management, Marketing, and Technology program, the purposes for which this association is formed are:

1. To motivate and vitalize the instruction in Business, Management, Marketing, and Technology.
2. To develop and strengthen the confidence of young people in themselves and their work.
3. To assist students in refining their career objectives through realistic training.
4. To improve and establish standards for entrance into Business, Management, Marketing, and Technology careers.
5. To encourage the development of occupational skills, knowledge, and ability to a high level of proficiency.
6. To develop leadership ability through participation in educational, vocational, civic, recreational, and social activities.
7. To develop character and to prepare members for useful citizenship and foster patriotism.
8. To develop a sense of social acceptability and individual responsibility toward the home and community.
9. To unite in a common bond without regard to race, creed, or national origin, students with business careers as their objectives.
10. To encourage scholastic improvement and school loyalty.
11. To encourage the use of ethical practices in Business, Management, Marketing, and Technology.
12. To foster a deep respect for the dignity of all work.

Provided that the state association shall not have any purpose nor engage in any activity which would be inconsistent with the status of an educational and charitable organization as defined in Section 501(c)(3) of the Internal Revenue Code of 1954 or any successor provision thereto, and none of the public benefit purposes and objectives consistent with such educational and charitable status. And provided further that the state association will not adopt purposes nor engage in any activity inconsistent with the purposes and policies of any national organization, if any, for which affiliation may be requested.

Article III – Organization

Section 1. Affiliation. The Business Professionals of America, Michigan Association shall be affiliated with the national organization known as Business Professionals of America, Inc.

Section 2. Local Chapters. Local chapters may be organized in schools where a state-approved Business, Management, Marketing, and Technology program is offered. A comprehensive high school may have multiple advisors; however, the high school will be recognized as one local chapter. Career/Technical Centers that have multiple block schedule sessions may have multiple advisors and may have one local chapter for each of their sessions.

Article IV – Local Chapters

Section 1. Charters. Members of local chapters shall meet, organize, and adopt local chapter bylaws, not in conflict with these bylaws, elect officers, set up a program of activities, and then apply to the state director for membership in the state association. Local chapters will be required to submit local chapter bylaws to the state director and after the application has been approved by the state executive council, the members of the local chapters may then be known as Business Professionals of America members.

Section 2. Local Chapter Meetings. Local chapters shall hold their meetings monthly or more often throughout the school year and at such times and places as may be decided upon by the chapter advisor or officers of the local chapter.

Section 3. Local Chapter Officers. Officers of the local chapter may consist of a president, vice-president, secretary, treasurer, historian, and parliamentarian. Other officers may be elected or appointed as deemed necessary by the local chapter.

Section 4. Good Standing. A local chapter of Business Professionals of America shall be considered in good standing with the state association when the following conditions are met: (1) all current annual state dues paid on or before December 1, or the next business day if December 1 is on a weekend or holiday, (2) all reports submitted to the state executive council as requested, (3) the chapter bylaws are not in conflict with the state bylaws in any of its provisions, (4) the chapter does not have any outstanding payments due, and (5) activities are in harmony with the ideals and purposes of the state association.

Section 5. Delinquent Chapter. In case any local chapter is not in good standing with the state association any time prior to the opening of the state leadership conference, the state director shall have the power to withdraw or suspend the chapter and refuse such chapter official representation at the state leadership conference. When, and if, such action is taken, the chapter in question and members thereof, shall be denied the regular privileges of the state association.

Upon meeting the requirements for good standing, a chapter may be reinstated by action of the state executive council not earlier than ten days after the closing date of the state leadership conference during which it was not in good standing.

Article V – Members

Section 1. Classification. The Business Professionals of America, Michigan Association shall have the following membership classifications:

- A. Student Member.** Membership in this organization shall be granted to students who are currently enrolled or have been enrolled in a state-approved high school Business, Management, Marketing, and Technology program. Membership shall only be submitted through the local chapter.
- B. Advisor.** Instructors and/or administrators in a state-approved high school or career/technical center Business Management, Marketing, and Technology program. Membership shall only be submitted through the local chapter.
- C. Honorary.** Supervisors, school superintendents, principals, members of boards of education, instructors, businesspersons, employers, advisory board members, and others who are helping to advance Business, Management, Marketing, and Technology and who have rendered outstanding service to Business Professionals of America, Michigan Association may be elected to honorary membership. Local honorary members may be elected by majority vote of the members present at any chapter meeting. State honorary members shall be elected by a majority vote of the state executive council prior to the state leadership conference. Honorary members of the various degrees shall not pay dues and shall have none of the other obligations, rights, or privileges of membership except that of serving as advisor in the local chapter or state association.

Section 2. Good Standing. Any active member shall be considered in good standing when: (1) he/she attends local chapter meetings with reasonable regularity, (2) he/she shows interest in and takes part in the affairs of the chapter, (3) pays his/her dues regularly, (4) conducts himself/herself in a manner becoming a member of the Business Professionals of America organization.

Section 3. Annual Dues. Each member shall pay twelve dollars and fifty cents (\$12.50) to Business Professionals of America, Michigan Association, on or before December 1 of each year.

Section 4. Local Chapter Dues. The dues of any chapter shall be fixed by the advisor or a majority vote of the membership of that local chapter.

Section 5. Membership Year. The membership year shall be from August 31 through September 1.

Article VI – State Executive Council

Section 1. Elected Officers. The elected officers of Business Professionals of America, Michigan Association shall be a president, executive vice-president, vice-president of membership, vice-president of communications, vice-president of leadership development, vice-president of community service, vice-president of chapter activities, secretary/treasurer, parliamentarian, and historian. The president, executive vice-president, secretary/treasurer, parliamentarian, and historian are called the ceremonial officers.

Section 2. Ex-officio Members. The state director and state officer coordinator are ex-officio members of the state executive council. It is their duty to advise the state executive council, the delegates, and the committees on matters of policy and assist the state officers in conducting meetings, and carrying on programs for the Business Professionals of America, Michigan Association.

Section 3. Qualifications.

A. Only members in good standing shall be eligible candidates. To be considered for an officer position, a candidate shall meet the following requirements:

1. Have the endorsement of his/her local chapter and be recommended by the local chapter advisor;
2. Be currently enrolled or have been enrolled in a Business, Management, Marketing, and Technology program;
3. Be in his/her junior or senior year of high school;
4. Be familiar with the provisions of these bylaws;
5. Demonstrate proficiency in parliamentary procedure;
6. Show outstanding ability as evidenced by his/her leadership and cooperation in student, chapter, or community activities and have a satisfactory scholarship record;
7. Be familiar with and meet any qualifications and follow the guidelines as published in the current State Executive Council Candidate Handbook.

Section 4. Elections. Elections of the state executive council shall be held as published in the current State Executive Council Candidate Handbook. Officers will be elected by a majority vote.

Section 5. Duties of Officers. The elected officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws, in the State Executive Council Handbook, in the Michigan Policies & Procedures Manual, by the state director or state officer coordinator, or in the adopted parliamentary authority.

A. Duties of the President. It shall be the duty of the president to preside over the state leadership conference of Business Professionals of America, Michigan Association and over all meetings of the state executive council. He/she shall appoint all committees and be an ex-officio member of each committee. He/she shall issue the call for the state leadership conference and such other meetings of

the state association as approved by the majority vote of the state executive council upon approval of the state director.

- B. Duties of Executive Vice-President.** This officer is responsible for presiding over all state executive council meetings in the absence of the president. This officer will monitor committee work and ensure that all committee chairmen know their responsibilities and what resources are available.
- C. Duties of the Vice-President of Membership.** This officer is responsible for increasing member involvement within the organization; the primary focus will be promoting BPA to the students. This officer is also responsible for developing strategies to increase membership.
- D. Duties of the Vice-President of Communications.** This officer is responsible for getting any type of communication distributed to the members. This officer will create monthly topics to communicate to the members and will be responsible for delivering important information intended for chapter advisors to the state director. This officer shall coordinate activities to promote Michigan BPA to businesses around the state and shall be responsible for getting our organization in tune with the community.
- E. Duties of the Vice-President of Leadership Development.** This officer will promote leadership activities such as the fall leadership conference, the regional leadership conference, and the state leadership conference. This officer will encourage student members to consider applying for the state executive council. This officer will assist with researching workshop topics for the conferences.
- F. Duties of the Vice-President of Community Service.** This officer is responsible for researching ideas for a state service project. This officer will research ideas for community service opportunities for individual chapters and establish connections necessary to fulfill a community service project.
- G. Duties of the Vice-President of Chapter Activities.** This officer will create enthusiasm for projects among chapters and will serve as a liaison between the state executive council and the chapters. This officer will assist the chapters with the Torch Awards and Special Recognition Awards programs.
- H. Duties of the Secretary/Treasurer.** It shall be the duty of the secretary/treasurer to keep an accurate record of the sessions of the state executive council and the state leadership conference and to furnish a copy of the same to the state director and local chapters for permanent records. He/she shall keep an accurate record of receipts and disbursements of the State Association and make a complete report of the finances of Business Professionals of America, Michigan Association at the meetings of the state executive council and to the delegates of the state leadership conference. The secretary/treasurer shall keep copies of all official correspondence to/from the state executive council of Business Professionals of America, Michigan Association.
- I. Duties of the Parliamentarian.** It shall be the duty of the parliamentarian to advise the presiding officer and members on questions relative to parliamentary procedure. It shall also be the duty of the parliamentarian to welcome guests, set up the meeting room, take care of all equipment, and assist the President and state director in any manner which they request.

J. Duties of the Historian. It shall be the duty of the historian to supply public information, gather and submit all interesting news to local and state papers and radio stations, and keep a scrapbook of pictures and articles published concerning the State Association and its program of activities and to compile the State Association history.

Section 6. Meetings. The elected officers shall meet quarterly. Special meetings may be called at the discretion of the state director, state officer coordinator, or president.

Section 7. Term of Office. The elected officers shall assume office at the close of the national leadership conference after which they are elected. These officers shall serve until the close of the next national leadership conference or until their successors are elected and assume office. Elected officers shall not serve more than one term in any elected office.

Section 8. Removal from Office. If any state executive council member fails to fulfill his/her duties and responsibilities, as stated in the state executive council policies, he/she shall be removed from the state executive council of Business Professionals of America, Michigan Association. If a state executive council member violates the officer code of ethics or any Michigan BPA policy, the individual may be removed from office automatically by the state director. Under other circumstances, and with cause, the decision to terminate a state executive council member shall require a two-thirds majority vote of the state executive council.

Section 9. Vacancy in Office. In the case of a vacancy in the office of president, the position shall be filled from among the elected officers by a majority vote of the state executive council. A vacancy in any other ceremonial officer position may be filled from among the elected vice-presidents by a majority vote of the state executive council. In the case of a vacancy in the office of any unfilled ceremonial officer position or non-ceremonial vice-president position, the seat shall remain vacant and the state executive council will divide the duties of the vacant officer position among the remaining officers.

Article VII – Joint Council

Section 1. Purpose. The joint council shall be composed of a minimum of three local chapter advisors representing each of the established regions of the state association. The local chapter advisors within the region shall select their joint council members annually. The joint council responsibilities will include advising the state executive council and the state director on the programs, procedures, and activities of the state association.

Section 2. Term of Office. Joint council members shall serve a two-year term unless decided otherwise by a majority vote of the local chapter advisors within their respective region and approved by the state director.

Section 3. Meetings. Joint council members shall meet two times per year. Special meetings may be called at the discretion of the state director.

Article VIII – Meetings

Section 1. Annual Meeting. An annual meeting known as the state leadership conference of Business Professionals of America, Michigan Association shall be held at such time and place as may be deemed advisable by the state director in consultation with the joint council for the purpose of electing officers, receiving reports, and transacting such other business as may properly come before it.

Section 2. Call to Annual Meeting. The call to meeting, giving notice of the place, date, and time of the meeting, shall be published and mailed no fewer than 90 days prior nor more than 180 days before the meeting.

Section 3. Voting Body. The voting body of the annual meeting shall be composed of the following delegates:

1. Members of the state executive council
2. Two delegates from each local chapter

Section 4. Quorum. The quorum at any annual meeting shall be majority of the voting delegates who have been registered with the credentials committee as in attendance, provided that at least twenty-five percent of the local chapters are represented.

Section 5. Postponement. In the event of an emergency, the joint council by a two-thirds vote may postpone an annual meeting or hold the meeting electronically. All local chapters shall be notified of the postponement in a manner determined by the joint council to be fair and reasonable under the circumstances.

Section 6. Voting. No member or delegate shall vote in more than one capacity. There shall be no absentee voting or voting by proxy.

Article IX – Leadership Conferences

Section 1. Fall Leadership Conference. A fall leadership conference shall be held annually at a place, date, and time to be determined by the state director for the purpose of education, orientation, networking, and sharing experiences for the local chapter officers and advisors. The state executive council will preside over this conference.

Section 2. Regional Leadership Conferences. Each region shall hold a regional leadership conference for the purpose of competitive events assessment testing.

Section 3. State Leadership Conference. A state leadership conference shall be held annually at a place, date, and time to be determined by the state director for the purpose of education, orientation, networking, and competitive events assessment testing. The state executive council will preside over this conference.

Section 4. Emergency. In the event of an emergency, the joint council by a two-thirds vote may decide to postpone any conference or hold any conference electronically.

Article X – Committees

Section 1. Standing Committees. The state executive council will establish the following standing committees to be composed of a chair and no less than two members.

- A. Membership Committee.** The membership committee will be responsible for, but not limited to: recruitment of members, social activities, and communication with state delegation.
- B. Service Committee.** The service committee will be responsible for, but not limited to: overseeing the state service project, the national service project, and any service related goals/activities.
- C. Conference Committee.** The conference committee will be responsible for, but not limited to: planning activities for fall leadership, regional leadership, and state leadership conferences.

Section 2. Special Committees. Special committees may be created as necessary by the state executive council, joint council, state director, or the voting delegates at the state leadership conference.

Article XI – Electronic Meetings & Communication

Section 1. Electronic Meetings. The state executive council, joint council, standing committees, and special committees are authorized to meet by telephone conference or through other electronic communications media so long as all the members of the state executive council, joint council, standing committees or special committee may simultaneously hear each other and participate during the meeting.

Section 2. Electronic Voting. Electronic voting for all meetings and conferences is authorized so long as all members may effectively participate in the voting process.

Section 3. Electronic Communication. Unless members indicate otherwise to the state office, all communication required in these bylaws, including meeting notices, may be sent electronically.

Article XII – Administrative Operations

Section 1. State Office. The principal office of Business Professionals of America, Michigan Association shall be at the location of the organization awarded the grant to operate the state organization by Michigan's Office of Career and Technical Education.

Section 2. State Director. The state director will be appointed by the organization that is awarded the Business Professionals of America, Michigan Association, grant from Michigan's Office of Career and Technical Education. The state director will be recognized as the state advisor by Business Professionals of America, Inc.

Article XIII – Dissolution

In the event of dissolution, all assets, real and personal, shall be distributed to such organization with similar goals and objectives as are qualified as tax exempt under Section 501(c)(3) of the internal revenue code or the corresponding provisions of a future United States Internal Revenue Law.

Article XIV – Nondiscrimination Clause

It is the policy of Business Professionals of America, Michigan Association that diversity is a fundamental part of the world of business and industry, and enriches the experiences of our student members as they prepare for successful careers. Therefore, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity, or in employment, on the basis of race, color, national or ethnic origin, marital status, veteran status, religion, sex, pregnancy, sexual orientation, gender identity, age, or disability.

Article XV – Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of Business Professionals of America, Michigan Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order that Business Professionals of America, Michigan Association may adopt, and any statutes applicable to this organization that do not authorize the provisions of these bylaws to take precedence. The parliamentary authority of Business Professionals of America, Michigan Association shall be adopted by each local chapter in Michigan.

Article XVI – Amendments

Section 1. Amendments. Amendments to these bylaws may be offered in writing by any chapter, member, or officer of the state association to the state executive council at least sixty days prior to the state leadership conference. Proposed amendments must be reviewed by the state executive council which shall submit them to the voting delegates of the state leadership conference with recommendations at least fifteen days prior to the state leadership conference. A two-thirds vote of the voting delegates at the state leadership conference is required for the adoption of any amendment to these bylaws.

Section 2. Revision. These bylaws may be revised only upon authorization by majority vote of the voting delegates at the annual meeting. If a revision is authorized there shall be no other amendments proposed to the existing bylaws. Amendments to the revision documents shall be allowed from the floor.

Adopted March 27, 1972
Revised March 18, 2005
Amended March 14, 2008

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