



## **Business Professionals of America Michigan Association**

### **State Executive Council Candidate Application/Handbook**

#### **Deadlines:**

Candidate Interest Form: January 10, 2024

Candidate Application Forms Completed: January 17, 2024

Signatures and Other Approvals Submitted: January 24, 2024

Candidate Essay Deadline: February 15, 2024

Social Media Deadline: February 15, 2024

It is the policy of Business Professionals of America-Michigan Association that no persons shall, on the basis of race, color, national or ethnic origin, marital status, veteran status, religion, sex, pregnancy, sexual orientation, gender identity, age or disability, be excluded from participation in, be denied the benefit of, be subjected to discrimination during any program or activity or in employment.

Business Professionals of America-Michigan Association is a non-profit organization administered through a Michigan Department of Education grant at Eastern Michigan University.



September 2023

Dear Potential State Executive Council Candidate,

This application packet is for you to review and complete in order to campaign for state office.

Please share this information with your parents and chapter advisor. This is a very **serious** decision. You must be dedicated to the organization and willing to put forth the time needed in order to help the organization continue to advance. In addition, make sure any current or future commitments you have will allow you to dedicate the time that is needed.

I would like to highlight the following factors when considering your candidacy:

1. Graduating seniors **cannot** attend school out of state;
2. Candidates must have a minimum 2.50 GPA on a 4.0 scale;
3. Officers must plan to miss school, work, and family events to perform officer duties;
4. Officers must have reliable transportation to travel to/from meetings and events; and
5. Officers must be enrolled in an accredited Michigan high school or college throughout their entire term in office.

If being a state officer is what you desire, please read the entire packet and then follow the instructions to complete the application form. Once we have received your completed application, you will be contacted for a pre-screening interview via Zoom to determine if you will be selected as a state executive council candidate.

On behalf of the 2023-2024 state executive council, I wish you luck on a successful campaign.

Sincerely,

*Maurice S. Henderson*

Mr. Maurice S. Henderson  
State Director



September 2023

Dear Prospective State Executive Council Candidate,

A first glance at this application can be discouraging to some individuals. We believe that you can make a difference as a state officer if you wish to do so. We highly encourage your future involvement in this organization.

We would like to offer our complete support to you as a candidate. We believe that you are about to embark on a magnificent opportunity that should be taken advantage of. This decision is a serious one that will hopefully soon become unforgettable and worthwhile.

Again, if there is anything that the state executive council can assist you with, feel free to contact us via email. Our contact information can be found online at [www.michiganbpa.org/people](http://www.michiganbpa.org/people).

Sincerely,

*2023-2024 State Executive Council*

Savi Bandaranayake  
President

Maura McSweeney  
Executive Vice-President

Chloe Osterman  
State Secretary/Treasurer

James Andersen  
State Parliamentarian

Abigail Walther  
State Historian

Alexia Pringle  
Vice-President of Membership

Curtis Brashaw  
Vice-President of Communications

# STATE EXECUTIVE COUNCIL QUALIFICATIONS, POLICIES, AND APPLICATION PROCEDURES

## QUALIFICATIONS

- A. The qualifications for state executive council are as follows:
1. Must be recommended by the local chapter advisor.
  2. Must be endorsed by a local chapter officer.
  3. Must have endorsement of at least one parent or guardian.
  4. Must have participated in the activities of the local chapter.
  5. Must be a junior or senior in a business education program.
  6. Must have demonstrated satisfactory scholastic record as certified by local high school administrator.
  7. Must have a minimum of 2.50 GPA on a 4.0 scale.
  8. Must have demonstrated leadership and other personal skills as evidenced by involvement in chapter, school, and/or community activities.
  9. Must dedicate yourself to the organization and be advised that there will be times when you will have to **miss classes, work, and/or family activities**. All officers must be fully aware that being a state executive council member is a lot of work and time. Graduating seniors who plan to attend school out-of-state for the 2024-2025 school year cannot run for the state executive council. **If you decide to attend college in another state or are no longer enrolled in school after you are elected to an office, you will be removed from office and your position will be declared vacant.** You must be enrolled in an accredited Michigan high school or college throughout your entire term.
  10. Must be willing to put in the time necessary to function as a state executive council member. This includes the following assignments: two school visits, four executive council meetings (May, July/August, October/November, and February), weekly online web conference meetings, the fall leadership conference, two regional conferences, and the state leadership conference as well as other given assignments. **Failure to complete any one of these assignments or miss any of these meetings/events without justifiable reason as assessed by the state director or state staff will result in termination of office.**
  11. Must be familiar with the rules of parliamentary procedure.

## POLICIES

- A. The word “candidate” refers to any member who has been approved to campaign for state executive council.
- B. State executive council members will not be allowed to compete in any Workplace Skills Assessment Program events except the Merit Scholar test. At the national leadership conference, state officers may compete in any team event in which his/her chapter qualifies as well as Open Events.

- C. The state executive council member and/or parent will be responsible for travel arrangements. State officers will be reimbursed for travel within the State of Michigan.
- D. Only one member from a high school chapter may be nominated to run for state executive council. For career/technical centers, up to one member from an A.M. chapter and up to one member from a P.M. chapter may be nominated. These chapters must be officially registered through the national center as an A.M. and P.M. chapter.

## **APPLICATION PROCEDURES**

- A. After you review this packet, if you are interested in applying to become a state executive council member, complete the candidate interest form online at [www.michiganbpa.org/candidate-information-form](http://www.michiganbpa.org/candidate-information-form). Upon review of your candidate interest form submission, you will receive instructions on how to submit your official application online. **This packet is a preview of the forms you will complete online.** This candidate interest form must be submitted no later than 5:00 PM ET on **January 10, 2024**.
- B. Completed state executive council candidate application forms must be submitted to the state office by 5:00 PM ET on the **January 17, 2024**.

The candidate application will be submitted electronically via a DocHub e-signature website. **This PDF version of the application is for informational purposes and may be used as a working copy.**

When you complete the candidate interest form, you must be ready to provide the following information:

- Your full name
- Your full chapter name, not your chapter ID # (This is the school where you participate in BPA.)
- Your personal email address (do **not** use a school email address)
- Your mobile phone number
- Your social media account names
- The full name and work email address for your local chapter advisor
- The full name and personal email address of a fellow local chapter officer who will officially endorse you (do **not** use a school email address for this individual)
- The full name and work email address of your parent or legal guardian
- The full name and work email address for your high school principal; if you attend a career/technical center, provide the name of the director of your tech center
- The full name, title, and email address for one person to submit a statement of recommendation (This may be an employer, principal, counselor, teacher, or community or church leader. It cannot be a BPA chapter advisor, business education teacher, or fellow peer.)

**IMPORTANT:**

- The local chapter advisor, local chapter officer, parent, and high school principal or career/tech center director, will be authorized to read and approve your candidate application packet.
  - Please inform all the individuals named above that they should be on the lookout for an email from “*Michigan BPA via DocHub* <[no-reply@docuhub.com](mailto:reply@docuhub.com)>” in order to access the application forms.
- C.** The local advisor appraisal form must be submitted by your local chapter advisor via DocHub no later than 5:00 PM ET on **January 24, 2024**.
- D.** Your parent/guardian must submit a parent agreement form via DocHub no later than 5:00 PM ET on **January 24, 2024**.
- E.** A statement of recommendation from an employer, principal, counselor, teacher, or community or church leader must be submitted via DocHub no later than 5:00 PM ET on **January 24, 2024**. This form cannot be submitted by a BPA chapter advisor, business education teacher, or fellow peer.
- F.** The state director and staff will pre-screen all candidates through an interview conducted via Zoom. Based upon review of the application and results of the pre-screening interview, it will be determined who will be allowed to be a state executive council candidate. You will be contacted via email to set up this interview after your application is received.
- G.** If your application is approved, you must submit a written essay in Word format on an assigned topic. In addition, you must follow or like all Michigan BPA social media accounts. Both of these items must be completed no later than 5:00 PM ET on **February 15, 2024**.
- H.** The current state executive council of Business Professionals of America-Michigan Association will interview all candidates for the new state executive council during the state leadership conference.
- I.** Immediately prior to the interview with the current state executive council during the state leadership conference, candidates will be given a quiz on Business Professionals of America knowledge and parliamentary procedure.
- J.** Candidates may be required to participate in a Focus Group Discussion activity with the other state executive council candidates on Friday during the state conference.
- K.** Candidates are required to attend the annual business meeting during the state conference. During the session, candidates will answer questions from the state executive council. The date and time of this business meeting will be emailed to all candidates.
- L.** The current state executive council will determine a speech topic, which will be emailed to all candidates on Friday morning during the state conference. During

the opening session candidates will speak only on the given topic. The candidates may not refer to or campaign for any specific office during their speech.

The candidates will be given a maximum of two minutes for their speech. Candidates who exceed the two-minute time limit will be stopped.

The officer candidate will speak on the given topic with no directed response from the audience. The use of skits, props, costumes, demonstrations, or the assistance of another person are not allowed. The candidate may not solicit or invite audience participation. The candidate will not be held responsible for spontaneous audience response.

- M.** Official voting delegates from each chapter will cast their ballots at the time designated by the current state executive council.
- N.** Candidates must receive a majority vote in order to be elected to an officer position.
- O.** Nominations will NOT be accepted from the floor.
- P.** Campaign guidelines, which are included in this packet, must be adhered to. As needed, additional campaign guidelines will be emailed to all candidates throughout the candidate process.
- Q.** A full state conference itinerary will be emailed to all candidates upon approval of their application.

## CAMPAIGN GUIDELINES

- A. No campaigning may be conducted prior to the state leadership conference. **No campaigning will be allowed at the Thursday Night Special Event or any other conference event with the exception of the campaign rally.**
- B. All candidates will be given an appointment for an interview with the current state executive council to be conducted on Friday during the state leadership conference. Candidates will be notified of their appointment time prior to the beginning of the state conference.
- C. **New in 2023-2024:** Candidates are not allowed to initiate any campaigning using any social media platforms. In the event a candidate is contacted via social media with questions from a member or any other individual, and the candidate chooses to respond, he/she will need to provide the following response:  
**For Facebook or Instagram:** *“Thank you for your question. Unfortunately campaigning, which includes discussions via social media, outside of the campaign rally is not allowed. You can stop by the campaign rally on Saturday in the Ambassador Ballroom at 3:00 PM to learn more about each of the candidates. I will be able to provide you a detailed answer at that time. I look forward to meeting you soon!”*  
**For Twitter:** *“Thanks for your question. Campaigning outside of the campaign rally isn’t allowed. The campaign rally is Sat @ 3 in the Ambassador Ballroom.”*
- D. All candidates will be allowed to spend no more than \$100 on campaign materials including the fair market value of donated, borrowed, or rented materials. An expense report of all campaign expenses (including donations) must be submitted to the state executive council at the time of the interview during the state conference. This includes materials rented and/or borrowed; everything on or near the table should be included in the expense report. A sample expense report form is included in this application packet. Members of the campaign rules committee will review all candidates’ tables during set-up, using various resources to determine fair market value of all materials used. Any items that are not included on the expense report or exceed the \$100 value limit can be subject to removal at the discretion of the campaign rules committee. Laptop computers, digital media equipment, and other high-tech electronics are not allowed due to the fact that their values exceed the \$100 campaign limit. No candidates will be reimbursed for campaign expenses for any reason.
- E. Candidates are allowed the use of a total of 300 handouts and two posters. A handout is anything that you distribute to voting delegates with or without your name on it. It is **strongly recommended** that candidates have a table-top display of some kind to use at the campaign table. Candidates must bring a copy of their campaign handouts to their interview on Friday during the state conference.
- F. Campaign speeches must be given at the opening session on the Friday of the state leadership conference. The speeches must be no longer than two minutes. At the two-minute point, candidates will be asked to stop no matter what. This will allow the session to stay on schedule.



- G.** Campaign time (called “Meet the Candidates” Campaign Rally) will be held on the Saturday of the state leadership conference. This will be the only time and location candidates will campaign. No campaigning of any kind prior to, or after the campaign rally will be allowed. This includes campaigning prior to the state leadership conference as well. Tables will be set-up for each candidate from which he/she may distribute handouts, display posters, and meet voting delegates and other Business Professionals of America members.

The “Meet the Candidates” Campaign Rally is intended to provide a format for members to meet candidates on a one-to-one basis. Candidates must remain in the vicinity of their campaign table during the entire campaign rally and wait for voting delegates to come around to them. Candidates may not crowd certain areas of the room, such as the door or the voting area. Loud noise, campaign cheers, music, and the like are not permitted.

Candidates may not leave the campaign rally early. There is a maximum of two campaign managers allowed per candidate. Time of the set-up and campaign rally will be published in the state leadership conference program.

- H.** In order to allow maximum time efficiency, only candidates and their campaign managers (a maximum of two) will be allowed to enter the room to set-up for the “Meet the Candidates” Campaign Rally. When the session begins, only voting delegates will be allowed to enter the campaign rally during the first 30 minutes. This ensures that each candidate will have ample time to meet and talk with each voting delegate. After the first 30 minutes, parents, fellow members, advisors, administrators, etc. will be allowed in for the remaining time.
- I.** Posters may not be attached to any surface of the hotel. No microphones, amplifiers of any kind, or anything requiring electrical power will be allowed during the “Meet the Candidates” Campaign Rally. (See Item D.)
- J.** All candidates and campaign staff will be responsible for cleaning up their materials from the campaign area.
- K.** It is suggested that since specific offices are not decided for each candidate until they are announced during the installation ceremony, you should not put a specific office on the campaign materials. Include your NAME, not your OFFICE.

## STATE OFFICER CANDIDATE CONFERENCE ITINERARY

Below is a general schedule of activities for officer candidates. Business attire is required for all candidates during all of these events. Exact times will be published in the conference schedule and/or provided to the candidates and/or their advisor(s). All of these events are mandatory.

- Friday
- ❖ State Executive Council Candidate Interview (take a quiz immediately prior to this interview)
  - ❖ Focus Group Discussion Activity
  - ❖ Annual Business Meeting (answer state executive council questions)
  - ❖ Opening Session (give campaign speech)
- Saturday
- ❖ “Meet the Candidates” Campaign Rally
  - ❖ Dinner Session
  - ❖ Officer Reception, immediately following dinner session (if elected)

## STATE EXECUTIVE COUNCIL DUTIES

### State 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.

### 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.

### State 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 keep 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

### State 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.

### State 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, keep a scrapbook of pictures and articles published concerning the state association and its program of activities and to compile the state association history.

### Vice-President of Membership

This officer is responsible increasing member involvement within the organization; the primary focus will be promoting BPA to students. This officer is also responsible for developing strategies to increase membership.

### Vice-President of Communications

This officer is responsible for getting any type of communication distributed to the members. The 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.

### 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.

### Vice-President of Community Service

This officer is responsible for researching ideas for a state service project. In addition, they will research ideas for community service opportunities for individual chapters and establish connections necessary to fulfill a community service project.

### Vice-President of Chapter Activities

This officer will create enthusiasm for projects among chapters. Additionally, they will serve as a liaison between the state executive council and the chapters. They will also assist the chapters with the Torch Awards and Special Recognition Awards programs.

# **IMPORTANT!!!**

The responsibilities of a state executive council member include, but are not limited to, the following:

- ★ Mandatory participation in all state executive council meetings
- ★ Mandatory participation in all leadership conferences (FLC, RLC, and SLC)
- ★ Meeting mandatory deadlines
- ★ Turning in all monthly reports by the first day of each month
- ★ Maintaining active communication with fellow state executive council members and state office staff
- ★ Completing a total of two school visits throughout the term of office
- ★ Showing professionalism at all times
- ★ Abiding by the State Executive Code of Conduct, Social Media Policy, Safe Driving Policy, Delegate Code of Conduct, and Dress Code

Before you continue with your state executive council application, consider the **time** and the **effort** that you will be required to contribute to this organization. Decide if you have any **conflicts** or **problems** that will in some way alter your performance on the state executive council.

**Please review your family and extra-curricular commitments and “future” commitments that may possibly conflict with your state executive council responsibilities.** This position is extremely time consuming. If you cannot contribute 100% of your responsibilities, please reconsider if you should serve as a state executive council member. Officers failing to complete assignments on time will be terminated.

Example: Monthly Reports

1st time late/not finished = personal warning

2nd time late/not finished = letter to officers, parents and advisor(s)

3rd time late/not finished = termination of office

If you feel that you can perform your duties to your fullest potential, then continue with this application and good luck!

## CHECKLIST FOR CANDIDATE APPLICATION PACKET

You will complete the following items by January 17, 2024 and after you sign the document electronically it will be routed to your nominating local chapter officer, local chapter advisor, principal, and parent to approve and sign. Once each individual signs the application packet electronically, in the order listed above, the next individual will be notified to sign. This process will continue until all individuals have signed.

- Complete Nomination Application
- State Executive Council Agreement
- State Executive Council Code of Ethics & Social Media Policy
- State Executive Council Safe Driving Pledge
- State Executive Council Candidate Worksheet

**Michigan BPA will forward the items listed below directly to the various individuals you indicated in your candidate interest form. Please inform the person you respond to that their items must be submitted by January 24, 2024.**

- Parent Agreement
- Advisor's Appraisal of Candidate Form
- Advisor's Agreement
- One Statement of Recommendation Letter

**Upon approval of your application after the pre-screening interview with the state director and staff, you must complete the following:**

- Submit a written essay on the topic: *Explain why you wish to become a Business Professionals of America State Executive Council member. What do you wish to accomplish as an officer?* The essay must be typed and submitted in Word format. Email your essay to [social@michiganbpa.org](mailto:social@michiganbpa.org) by **February 15, 2024** for posting onto our website for all delegates to view. (Required word count: 100-150.)
- Follow or like the respective Michigan BPA social media accounts, and accept follow or friend requests from the Michigan BPA staff by **February 15, 2024**.

Remember to be prepared to participate in and attend all of the events and complete all assignments indicated on the State Officer Candidate Conference Itinerary indicated on page 9 of this application packet.

**BUSINESS PROFESSIONALS OF AMERICA  
MICHIGAN ASSOCIATION**

**STATE EXECUTIVE COUNCIL CANDIDATE  
NOMINATION APPLICATION**

This electronic copy of the application packet can be used as working copy. Actual content and responses will be submitted using an online application form. A link will be provided to you upon submission of your

Name \_\_\_\_\_

Chapter \_\_\_\_\_ Birthday \_\_\_\_\_ Age \_\_\_\_\_

Home Address \_\_\_\_\_ Mobile Phone (\_\_\_\_) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Social Media Handles: Facebook \_\_\_\_\_ Instagram \_\_\_\_\_  
Twitter \_\_\_\_\_ Other (or N/A) \_\_\_\_\_

Email Address \_\_\_\_\_

Primary Parent/Guardian's Full Name \_\_\_\_\_

Present Grade Level (Must be junior class standing or higher) \_\_\_\_\_ GPA \_\_\_\_\_

Number of Years in BPA \_\_\_\_\_

I am currently enrolled in a business course:  YES  NO

Courses in business education. (List subjects that you have completed or plan on completing.)  
\_\_\_\_\_  
\_\_\_\_\_

At this time, what are your career and/or college plans?  
\_\_\_\_\_  
\_\_\_\_\_

Please be aware that you will be slated/elected to any position based upon the entire application and election process. However, please indicate which of the following officers you prefer the most.

- President  Executive Vice-President  Secretary/Treasurer  
 Parliamentarian  Historian  Vice-President

Are you sure there are no conflicts that will interfere with your ability to serve the Business Professionals of America organization?  YES  NO

A state officers' training workshop will be held on May 3-5, 2024. Will you be able to attend this event without any conflicts (ex. prom, school, final exams, work, etc.)?

YES  NO

A state executive council meeting will be held on July 12-14, 2024. Will you be able to attend without any conflicts (ex. work, family vacation, etc.)?  YES  NO

Explain any experiences you have had using parliamentary procedure.

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**Leadership in Business Professionals of America**

Have you held a Business Professionals of America officer position?  YES  NO

If so, which office? \_\_\_\_\_

Have you attended any BPA conference(s)?  YES  NO

Please list the conferences attended: \_\_\_\_\_

Have you participated in any BPA contest(s)?  YES  NO

Please list up to three contests you have participated in and places earned (if applicable) in those competitions:

Contest(s)	Place(s) Earned
_____	_____
_____	_____
_____	_____

**Leadership Activities in High School (Other than Business Professionals of America)**

Have you served as a leader of a school club or sport?  YES  NO

Please list the club/sport followed by the leadership position held:

Club/Sport	Position
_____	_____
_____	_____
_____	_____

Do you **presently** hold an office in a school club?  YES  NO

Please list the club/sport followed by the office position held:

Club	Position
_____	_____
_____	_____
_____	_____

Do you have any accomplishments in a school club/sport?  YES  NO

Please list any accomplishments: \_\_\_\_\_

**Leadership in the Community**

Were you a leader in a church group?  YES  NO

Please list any leadership position held in a church group: \_\_\_\_\_

Were you a leader in a youth group or club?  YES  NO

Please list any leadership position held in a youth group or club: \_\_\_\_\_

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Signature of Chapter Advisor

\_\_\_\_\_  
Signature of Nominating Local Chapter Officer

\_\_\_\_\_  
Signature of High School Principal

**IMPORTANT:** Upon approval of your application, you will be instructed to submit an essay on the following topic: *Explain why you wish to become a Business Professionals of America State Executive Council member. What do you wish to accomplish as an officer?* The essay must be typed in Word format. (Required word count: 100-150.) You will be given a deadline date for the essay. Furthermore, you will be required to follow or like the respective Michigan BPA social media accounts, and accept follow or friend requests from the Michigan BPA staff by February 15.

SAMPLE



**BUSINESS PROFESSIONALS OF AMERICA  
MICHIGAN ASSOCIATION**

**STATE EXECUTIVE COUNCIL AGREEMENT**

If elected to the Business Professionals of America State Executive Council, I faithfully agree to serve, with dignity and distinction my full term in office and will uphold the principles of the Business Professionals of America-Michigan Association. I understand that fulfilling the obligation of my office will require hard work and sacrifice on my part. I further understand that as a member of the Business Professionals of America State Executive Council, I will be required to assume a role of leadership and serve in such a manner as to bring credit, respect and recognition to the state and national organization of Business Professionals of America. I understand that communication is important and I agree to maintain effective communication with my fellow officers, state director, state officer coordinator, and other members and advisors.

**If elected to the state executive council, I agree to accept any position offered to me. I understand that I will be slated/elected to any position based upon the entire application and election process.** I am fully aware of the time I must miss from work, school/college, etc. I am also aware that it is a lot of work and I will be accountable for finishing duties assigned to me. I do not have plans to attend college out-of-state during my term and agree to remain enrolled in school, if elected. I am further aware that if I decide to attend college in another state or am no longer enrolled in school, after I am elected to an office, I will be asked and expected to resign from that office. **I understand that I will only be reimbursed for travel within the State of Michigan.**

I am aware that failure to fulfill any of my responsibilities will result in termination of my office.

My advisor has made me aware of the duties and functions of the offices. I understand fully the honors and responsibilities that go with any elected office, and I do **solemnly** and **sincerely** promise to accept and fulfill these responsibilities to the best of my ability. **I have also discussed this position with my parent(s).**

**I fully agree to take on this responsibility.**

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Name of Local Chapter

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Signature of State Executive Council  
Candidate

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Name of Advisor

# BUSINESS PROFESSIONALS OF AMERICA MICHIGAN ASSOCIATION

## STATE EXECUTIVE COUNCIL CODE OF ETHICS & SOCIAL MEDIA POLICY

As a state executive council member of Business Professionals of America - Michigan Association, I understand and agree to the code of ethics:

1. To refrain from smoking in public places while representing the organization (either in or out of uniform)
2. To refrain from drinking alcoholic beverages (beer, wine, and/or liquor)
3. To refrain from using illegal drugs of any kind
4. To understand that all personal items may be subject to a search at any time by the state director or his/her designee. If such a search is conducted, the officer will either be present, or the state director will have two witnesses.
5. To consider romance of any type with other state officers as "off limits" during my year as a state officer
6. To be willing to take and follow instructions and complete all tasks as directed by those responsible for them
7. To serve as a member of the officer team by always maintaining a cooperative attitude
8. To use wholesome language in all speeches and informal conversations
9. To maintain proper dress and good grooming in all occasions based on the Michigan BPA dress code
10. To maintain dignity while being responsible, concerned, and interested in fellow members
11. To be prompt at all meetings and assignments
12. To avoid places or activities which in any way could raise question as to moral character or conduct
13. To avoid participation in and actively discourage any conversations which belittle or downgrade fellow members, officers, and/or adults
14. To treat all members equally and behave in a manner which conveys and commands respect without any air of superiority
15. To submit copies of all formal correspondence to the state director
16. To **communicate . . . COMMUNICATE . . . COMMUNICATE!!!**
17. To adhere to the following social media policy:

*By virtue of my State Executive Council position, I understand that members, advisors, and other individuals whom I may or may not know or approve may see my online activity. Accordingly, I will represent my organization, state, and school with respect. This means that for my term of office, any content I post using online services such as e-mail, Facebook, Twitter, Instagram, or other sites will adhere to the high standards of respect and professionalism of our organization. I agree to add the designated Michigan BPA staff member(s) as a "friend" on Facebook, Twitter, Instagram, and other social networking sites for the duration of my term of office. I also understand that these sites will be monitored and I may be required to remove material.*

*If I am in violation of this policy by posting inappropriate or unapproved material, dependent upon the severity of the material that is posted, I understand that such action may result in immediate removal from office. Furthermore, if I receive a request from a Michigan BPA staff member to remove said material and it is not removed as requested within two business days, I will be placed on probation or removed from my state officer position. If I am placed on probation, I understand that this will be considered a final warning and any other violations will result in immediate removal from office. I also understand that my actions will also be subject to any consequences from my advisor or school.*

I further understand that violation of the above-mentioned code of ethics may result in immediate termination of my officer position per the state director and the Michigan Association will declare my office vacant.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**BUSINESS PROFESSIONALS OF AMERICA  
MICHIGAN ASSOCIATION**

**STATE EXECUTIVE COUNCIL  
SAFE DRIVING PLEDGE**

We've all heard that texting and driving, just using the phone while driving, or playing with the technology screen while driving is dangerous. Unfortunately, that's not enough to stop some of us.

Multi-tasking is something a lot of us are convinced we do well. You might be surprised to learn that's not true at all, for teens and adults. We often think we are great multi-taskers: we can carry on a text conversation while doing homework, binge watch a show online and wash the dishes, right? Well...not really.

When we multi-task, our brain is really switching back and forth between doing various tasks. Depending on the task and the person, switching can be very quick and appear seamless. But really, every time the brain switches tasks, it slows its reaction time. That's not a big deal when texting a friend and watching TV, but it can be deadly behind the wheel.

Hands-free won't cut it either. A driver on the phone can miss up to 50 percent of the driving environment. And that distraction can linger: studies show up that distractions continue up to 27 seconds after the call ends.

Today's technology brings a new distraction for drivers – the infotainment system. Technology has become a big part of the driving experience. Some features, including new safety systems, improve the driving experience. Others, like voice-controlled systems that promise to do everything from calls, texts, e-mails and even posting to social media platforms, present new distractions. Remember that these features are included in the car for convenience, not safety. All drivers should avoid the dash to the dashboard. Only use the infotainment system when the car is in park!

I, \_\_\_\_\_, pledge to remove distractions while I am driving to and from all Michigan BPA activities. The distractions while driving include, but are not limited to:

- Texting – looking at texts and also sending texts
- Talking on the phone
- Using car infotainment systems while driving
- Programming a GPS
- Grooming – brushing hair, applying makeup, etc.
- Reading
- Looking for things in the glove box, dropped items, or reaching for a purse or backpack
- Eating
- Fumbling while performing what seems like a simple task
- Being distracted by other drivers
- Reacting to interesting road signs, events or accidents on the side of the road, beautiful scenery, etc.

I further pledge that if I am running late for a meeting or activity, I will pull into a safe parking spot and text the person that is expecting me at the meeting. It is better to be a few additional minutes late, than to be distracted while driving.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
State Officer Candidate Signature

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

Instructions to access the website to complete this candidate worksheet will be provided upon receipt of your completed application packet

## BUSINESS PROFESSIONALS OF AMERICA STATE EXECUTIVE COUNCIL CANDIDATE WORKSHEET

NAME \_\_\_\_\_

CHAPTER \_\_\_\_\_

Please type your answers to the following questions on a separate sheet and attach to this worksheet. You do not need to retype the questions; type your answers only.

### Who's Who (30 points)

1. Name the national officers for the secondary division and their respective offices. **10 points**
2. Name the state executive council and their respective offices. **18 points**
3. Who is the Michigan CEAC representative? **1 point**
4. Who is the state director? **1 point**

### National Board of Trustees (4 points)

5. Who is the chairman of the board? **1 point**
6. Who is the vice chairman of the board? **1 point**
7. Who is the secretary of the board? **1 point**
8. Who is the treasurer of the board? **1 point**

### Information and History (49 points)

9. How many respective office positions are there on the entire Michigan State Executive Council? **2 points**
10. Name the organization's colors. **3 points**
11. When and where was the organization established? **2 points**
12. When is Business Professionals of America week held each year? **1 point**
13. What does each of the words in our organization's name mean? **3 points**
14. When was the Michigan Association established? **2 points**
15. Where is the national leadership conference this year? **1 point**
16. Name the torches of the torch awards program. **9 points**
17. What are the four levels in the torch awards program and how many points are earned at each level? **8 points**
18. What are the categories of the BPA Cares Program and how many awards are in each category? **5 points**
19. What is the state service project for the Michigan Association? **1 point**
20. What were two of the workshops given at fall leadership conference? **2 points**
21. Type the Business Professionals of America pledge. **10 points**

### Parliamentary Procedure (23 points)

22. What motion is used to stop a person from debating? **1 point**
23. Name five methods of voting. **5 points**
24. What is the definition of a main motion? **2 points**
25. Except for the corporate charter, what is the highest body of rules in a society? **1 point**
26. Explain the meaning of this statement: "Discussion must be germane to the motion." **2 points**
27. May the president vote; and if so, when? **4 points**
28. What are the six main things a president should know how to do when presiding? **6 points**
29. What motion is used to decrease the amount of time a person may speak? **1 point**
30. A member makes a motion, in simple cases, by saying what? **1 point**
31. Name five ways to amend a main motion. **5 points**

**True or False (9 points - 1 point each)**

- 32. The content of the reports of officers and committees are included in the minutes.
- 33. If the assembly decides to do what a motion proposes, it adopts the motion or the motion is carried.
- 34. To abstain means not to vote at all.
- 35. The maker of the motion has to agree to allow their motion to be amended.
- 36. The chair can require long and complicated motions or resolutions to be put in writing.
- 37. The maker of the motion speaks first in debate.
- 38. Standing committees exist for long term responsibilities and duties.
- 39. When a member seconds a motion it means that he favors the motion.
- 40. If the member believes a rule has been violated, they can ask a Parliamentary Inquiry.

**“I certify that this worksheet was completed by me using available resources. The state office may release my score to voting delegates upon request.”**

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of State Executive Council Candidate

**Suggested Resources:**

*Robert's Rules of Order Newly Revised In Brief (3<sup>rd</sup> edition)*  
*Michigan BPA website (www.michiganbpa.org)*  
*National BPA website (www.bpa.org)*  
*Local Chapter Handbook (via bpa.org)*  
*BPA Cares Awards Handbook (via bpa.org)*  
*Torch Awards Handbook (via bpa.org)*

**STATE OFFICE USE ONLY:**

Total Possible            120

Missed                        \_\_\_\_\_

**TOTAL SCORE**            \_\_\_\_\_

**STATE EXECUTIVE COUNCIL CANDIDATE  
CAMPAIGN EXPENSE REPORT**

**EXPENSES ARE LIMITED TO \$100**

**(To be submitted at the SLC candidate interview)**

NAME \_\_\_\_\_

	ITEMS (PURCHASED OR DONATED)	COST
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
	TOTAL COST	\$ _____

Candidate's Signature \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

Please refer to the campaign guidelines section of the state executive council candidate application/handbook to determine what should be included on this report. This expense report must be turned in at your state executive council candidate interview at the state leadership conference.