

POLICIES AND PROCEDURES HANDBOOK



Today's students. Tomorrow's business professionals.

TEXAS ASSOCIATION

**Adopted by the Board of Directors, June 1999
Revised September 2011**

Texas BPA Nondiscrimination Policy

It is the policy of Texas Business Professionals of America not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Es la norma de Texas Business Professionals of America no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas; servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Rehabilitación de 1973, según enmienda

TABLE OF CONTENTS

Organization.....	1	
Board of Directors.....	1	
State Advisory Committee.....	2	
Secondary Committee.....	2	
Associate Committee.....	3	
Middle Level Committee.....	3	
Post-Secondary Committee.....	3	
National, State and Regional Officers.....	4	
State Travel Guidelines.....	4	
Financial.....	4	
Membership.....	5	
Membership Classes		
a. Secondary		
b. Associate		
c. Middle Level		
d. Post-Secondary		
i.		Virtual Chapter
Chapter Advisors.....	5	
Texas BPA Professional Member.....	6	
Alumni.....	6	
Contracted Services.....	6	
Competitive Events.....	6	
State Representative.....	7	
Awards.....	7	
Standing Committees.....	7	
Changes to Policies and Procedures.....	9	
Disclaimer.....	9	
Appendices.....	10	
Appendix A – Travel Form.....	11	
Appendix A-2 – Travel Form Guidelines.....	12	
Appendix A-3 – Check Request Form.....	13	
Appendix B – Membership Procedures.....	14	
Appendix C – Request for Exception to Membership Deadline.....	16	
Appendix D – Procedures for Competitive Events.....	17	
Appendix D-2 – Awards.....	20	
Appendix E – Delegate Code of Conduct.....	21	
Appendix F – Grievance Forms.....	22	
Appendix G – Policies and Procedures Recommendations/Change Form.....	24	
Appendix H1-H27 – Organizational Job Descriptions.....	25	
Appendix I – E-Vote Policy.....	52	
Appendix J – Proxy.....	54	

Business Professionals of America--Texas Association Policies and Procedures Handbook

The purpose of this document is to provide consistent guidelines for local, regional and state chapter operations.

The state association will follow all guidelines and procedures as outlined in the national and state constitutions and the *About BPA* section found under the “Information” link on the national website, the *People in BPA* section found under the “Information” link on the national website and the *Divisions* section found under the Membership link on the national website.

Consideration shall be given to situations/conditions, which arise where neither the national handbook nor state constitution policy or procedure has been established. Current National and State guidelines will take precedence over local Policies and Procedures handbook.

I. Organization

A. Board of Directors

1. The Board of Directors is the governing body of the state association as outlined in the constitution and will assume all duties and responsibilities as such. The Board will elect a Chair and a secretary during the September meeting. Newly elected officers will hold office for twelve months beginning at the September Board Meeting. They will start with their duties immediately after their election during the meeting. The Board Chair will appoint a treasurer, who must be bonded. Any officer who fails to fulfill their responsibilities as stated in the organizational structure may be removed from office by a majority vote of the Board and a new election held for that position.
2. Texas four (4) Corporate votes shall be distributed to the State Advisor, who will distribute the votes to the Chair of the Board of Directors and the Chairs of the Secondary, Associate, Postsecondary, and Middle Level committees as they are available to vote during NLC.
3. Board Members shall be expected to attend each Board meeting. If any member misses two (2) consecutive meetings, even though represented by proxy, a vacancy on the Board of Directors shall be declared. An exception may occur when the Board examines reasons for a member’s non-attendance and deems the cause of the absence to be an extenuating circumstance.
4. The Board Chair shall be notified in writing and provided the name of the proxy person any time prior to the official start of the Board meeting. (See Appendix J)
5. The Board of Directors will consider recommendations and make decisions regarding any circumstances that may arise where neither policy nor procedure has been established. (See Appendix G)
6. The Board of Directors is the governing authority to appoint committees and contract services as needed to handle the operations of the state association.
7. The Board of Directors will listen to the recommendations of the State Advisory Committee, as well as TEA representatives, advisors, and association members. The Board will make necessary decisions regarding recommendations.

8. The Board of Directors will meet quarterly in regular session; the fiscal year beginning September 1 and ending August 31 during the months of September, January, March, and July. The Board reserves the right to call any special meetings as needed or to handle emergency items by teleconferencing and e-vote (see Appendix I).
9. The Board of Directors will determine the locations and dates of the State Leadership Conference.
10. The Board of Directors will contract services for, Competitive Events Coordinator, State Officer Coordinator, Web Master, Convention and Meeting Planning Services, Audio/Video Production company and Financial Services. See Appendix H for general job descriptions for said contracted services. The Board will handle on an as-needed basis any financial consideration for operational services. Individuals who meet the necessary qualifications as set forth by the Board will provide the services.
11. The State Advisor shall be appointed by the Board of Directors.
12. The Board of Directors will handle all correspondence including that from the National Association of Business Professionals of America. As the correspondence is received, it will be given to the responsible contracted service or handled by the Board.
13. The Board of Directors will select delegates to represent the organization at national/state events.
14. If necessary, the Board of Directors' expenses will be covered on a per diem of two (2) per room or _ the single rate, travel, and meals. (See Appendix A)
15. Board of Directors members will be exempt from paying the registration fee for State Leadership Conference.
16. Check Request form shall be completed and submitted to State BPA treasurer. (See Appendix A-3)
17. Board members must resign their position prior to submitting a bid for any contracted position.

B. State Advisory Committee--Secondary

1. The State Advisory Committee
 - a. Secondary Committee (Regional Advisors)
 - (1) The Secondary Committee will be comprised of seventeen (17) members, one member from each region. At the discretion of the Region, a co-advisor may be appointed.
 - (2) The Regional Advisors will be elected at the Regional Leadership Conference (regional competition).
 - (3) Term of office will be three (3) years.
 - (a) State Advisory Committee members will be expected to attend the September Regional Advisors Meeting and all State Advisory Committee meetings.
 - (b) Term of membership will begin and conclude at the completion of the September Regional Advisors Meeting.
 - (c) The outgoing Advisory Committee Member will serve as mentor to the incoming member at the September Regional Advisors Meeting.
 - (d) The Regional Advisor will maintain the regional financial records and monies. When the Regional Advisor changes, all financial records and

monies will be transferred to the new Regional Advisor within thirty (30) days of the notice of change.

- (e) If the term cannot be fulfilled, the outgoing Regional Advisor is responsible for submitting the name(s) of advisors willing to assume the position to the State Advisor. Ballots will be mailed to the local chapter advisors in that region to elect a new Regional Advisor.
 - (f) The Regional Advisor may serve two (2) consecutive terms. If there is no immediate replacement, the regional advisor may extend their term until a replacement is found.
 - (g) Completion of an unexpired term will not affect a member's ability to serve two (2) consecutive terms.
2. The State Advisory Committees will each elect a Chair and Secretary at the September Regional Advisors Meeting.
 3. The State Advisory Committees will be responsible for all activities as stated in the state constitution and the operational guidelines.
 4. The chairman of the Secondary, Associate, Post-secondary and Middle Level Divisions of the State Advisory Committee will serve on the Board of Directors as non-voting ex-officio members.
 5. The State Advisory Committees' expenses will be covered on a per diem of two (2) per room or _ the single rate, travel, and meals only after board approved in advance after RA demonstrates (1) Region has insufficient Funds and (2) Notice from respective school indicates funds are not available.
 6. Secondary Regional Advisors will draw a stipend in the amount of \$1.00 per student registered at the regional conference to be paid from their regional account. This amount can be dispersed at the discretion of the secondary Regional Advisor.
 7. Secondary Regional Advisors will submit a financial statement, including copies of receipts, and a projected budget plan to the State Advisor at the September Regional Advisors Meeting. The State Advisor will submit a copy of the financial statements to the TEA representative.
 8. The Secondary Regional Advisor will include a regional financial statement in their fall mail-out to local advisors.

C. Associate, Middle Level, and Post-Secondary Committee

Each division will elect one advisor to represent the division on the State Advisory Committee.

1. The chairmen of the Associate, Middle Level, and Post-Secondary Divisions of the State Advisory Committees will serve on the Board of Directors as a non-voting ex-officio member.
2. Term of office will be three (3) years.
 - (a) Advisory Committee members will be expected to attend the September Regional Advisors Meeting and all State Advisory Committee meetings.
 - (b) Term of membership will begin and conclude at the completion of the September Regional Advisors Meeting.
 - (c) The outgoing Advisory Committee member will serve as mentor for incoming member at the PDC.

- (d) If the term cannot be fulfilled, the Advisory Committee member is responsible for submitting the name(s) of advisors willing to assume the position to the State Advisor. Ballots will be mailed to the local chapter advisors by the State Advisor to elect a new State Associate Advisory Committee member.
- (e) The Advisor may serve two (2) consecutive terms. If there is no immediate replacement, the regional advisor may extend their term until such replacement is found.
- (f) Completion of an unexpired term will not affect a member's ability to serve two (2) consecutive terms.

D. National, State and Regional Officers

- 1. State and Regional officers will comprise the Executive Council of the Association and as such will assume all responsibilities as stated in the Member Handbook and Officer Election Handbook.
- 2. Officer candidates will meet Texas election procedures and qualifications as stated in the Officer Election Handbook; information on running national, state and regional officers can be found in the Officer Election Handbook located on the Texas website at www.texasbpa.com.

II. State Travel Guidelines (See Appendix A)

- A. All travel must be pre-approved by the Board of Directors.
- B. Reimbursement for travel expenses will be the lesser of mileage or flight cost at the time of booking by Convention and Meeting Planning Services.
- C. Additional travel costs incurred after the time of booking by Texas BPA will be the responsibility of the individual.
- D. The State Officer Coordinator in accordance with state travel guidelines will handle state officer travel arrangements and all budget items for the state officers.
- E. Those traveling on official state BPA business will file a travel request form with the contracted financial service provider to be presented to the Board for approval.
- F. Travel funds will be issued upon review and approval of the request.
- G. The approved travel request form must accompany the original receipts to the contracted financial service provider within 14 days of completion of travel.
- H. A report and/or agenda must be submitted to the Board of Directors prior to official Business Professionals of America travel.
- I. Every effort must be made for coordination of travel when two, three, or four will be traveling on the same dates with the same itinerary to conduct the same official BPA business.

III. Financial

- A. The organization's fiscal year runs from September 1 to August 31.
- B. The Board of Directors is responsible for all financial transactions of Business Professionals of America—Texas Association.
- C. Financial reports will be submitted at regular Board meetings by the contracted financial service on a quarterly basis.
- D. A CPA will be engaged to perform an annual audit.
- E. Reimbursement for eligible expenses will require original invoices or receipts. The Board of Directors must approve any exception to this policy.

- F. The Treasurer of the Board of Directors must pre-approve any expenditure exceeding \$500; any expenditure over \$1,000 must be approved by the Board of Directors. In the event the treasurer is unavailable the Board Chair will approve any expenditure exceeding \$500.
- G. The contracted financial service provider and the Treasurer of the Board of Directors will sign financial transactions.

IV. Membership

- A. Refer to the attached Membership Procedures for Texas Association. (See Appendix B)
- B. Initial state membership dues to Business Professionals of America for each fiscal year are due by November 1. The deadline for adding supplemental membership to Secondary Division chapters is January 15. Texas' deadline is different from the national procedure due to regional competitions being held in late January or early February. Deadline for additional Associate, Middle Level, and Post-Secondary division members is February 15.
- C. The Board of Directors will consider exceptions to deadlines due to extenuating circumstances. (See Appendix C)
- D. Applications for exception shall be made to the State Advisor by local chapters.
- E. In accordance with national guidelines, procedure for applying for exception:
 - 1. The local chapter must submit a Request for Exception to Membership Deadline Form no later than February 15. (See Appendix C)
 - 2. In addition to the request form, the following must be provided:
 - a. A \$100 non-refundable processing fee made payable to BPA—Texas Association.
 - b. Completed chapter membership roster. .
 - c. A letter explaining the situation and identifying the reason for late payment of dues signed by the chapter advisor and the school principal.
 - d. The State Advisor must receive the application by February 15.

V. Chapter Advisors

Texas BPA Chapter Advisor: A State Certified Business Education or Technology Applications educator. A Texas BPA Advisor member will pay dues as established by Business Professionals of America. Texas BPA Advisors will be ineligible to serve as a Post-Secondary National Voting delegate or hold a Post-Secondary National office.

- A. Chapter advisors will compile a membership roster and submit dues to the National Center by designated date.
- B. Chapter advisors will submit conference registration(s) by designated date.
- C. Chapter advisors will enforce dress code guidelines.
- D. Chapter advisors are accountable for the conduct of their students.
- E. At competitive events conferences, chapter advisors will be assigned responsibilities and will perform those duties including, but not limited to:
 - 1. Carefully reading and following the Workplace Skills Assessment guidelines.
 - 2. Bringing general supplies needed to administer/proctor the competitive event assigned.
 - 3. Being punctual—ready to administer the assigned competitive event.
 - 4. Thoroughly briefing judges in events.

5. Maintaining the integrity of the event by following Grievance Committee procedures and not disqualifying students or disallowing any student to participate in a contest.
 6. Advisors who cannot fulfill their assignment are responsible for finding a replacement.
 7. Ensure that judged events do not end in a tie.
 8. Maintain the confidentiality of events that have been proctored or graded by advisors.
- F. **Failure to follow guidelines and perform assigned duties will result in a written reprimand from the Board of Directors to the advisor and his/her school administration.**

VI. Texas BPA Professional Member: May be persons or businesses associated with, or participating in, the professional development of Business Professionals of America. Such members may include advisors, teacher coordinators, teacher-educators, and supervisors; employers and/or training station sponsors of business and/or office education students; advisory committee members; and others willing to contribute to Business Professionals of America growth and development. Professional members will pay dues as established by Business Professionals of America, but will be ineligible to serve as a Post-Secondary national voting delegate or hold national office.

VII. Alumni

The Alumni is a separate entity, not a part of the Texas Association, and questions and concerns should be addressed to that association.

VIII. Contracted Services

- A. Contracted services will be determined by the Board based on need.
- B. All bids will remain confidential to the Board of Directors.
- C. Contracts will be awarded on a one-year basis with the option of the Board to extend the term of the contract for one year or accept new bids.
- D. Each service will comply with operational procedures as prescribed by the Board.
- E. The individual or representative providing the services will report directly to the Contracted Services Oversight Committee.
- F. Board members must resign their position prior to submitting a bid for any contracted position.
- G. All contracted services must have a fiduciary responsibility to the organization to limit expenses incurred to a reasonable amount. Any total reimbursed expense exceeding \$500.00 must be pre-approved by the Treasurer; any expenditure over \$1,000 must be approved by the Board of Directors.
- H. Budgeted amount is maximum allowable expense. Every effort by the contracted services provider should be made to expend the minimum amount possible.

IX. Competitive Events

- A. Refer to attached policy and procedures for competitive events.
(See Appendix D)
- B. Decisions of the judges are final and are not to be changed by any Regional Advisor, chapter advisor, sponsor, administrator, proctor or state staff member.

- C. If a conflict arises, the appropriate chain of command should be as follows: Regional Advisor, State Advisor, Competitive Events Coordinator, and Board of Directors. (See Section XII--Grievance Committee)
- D. All conference participants must meet no pass-no play eligibility guidelines.

X. State Representative

Texas Education Agency Representative will provide oversight to the Board of Texas Business Professionals of America and serve on the Board of Directors as a non-voting ex-officio member. TEA will continue to hold the Business Professionals of America charter.

XI. Awards

A. Torch Awards

- 1. Local Chapter Award — Executive: Present documents to Chapter Advisor.
- 2. Regional Award—Diplomat: Present documents at conference headquarters or as per instructions in regional conference mail-out.
- 3. State Award—Statesman: Resumes must be submitted to the State Officer Coordinator by February 1.
- 4. National Award—Ambassador: Follow the guidelines as outlined in the BPA Cares Handbook found on the BPA website (www.bpa.org).

B. Distinguished Administrator Service Awards

- 1. A maximum of two awards will be given annually at the State Leadership Conference.
- 2. Nomination form may be downloaded from Texas BPA website: www.texasbpa.com
- 3. A screening committee will review all entries to determine the finalists. The screening committee will consist of 5 (five) local advisor members: one from each area appointed by the Board Chair.

C. Outstanding Local Advisor Awards

- 1. One Advisor from each area will be honored at State Leadership Conference.
- 2. Nomination form may be downloaded from Texas BPA website: www.texasbpa.com

XII. Standing Committees

A. Grievance Committee

- 1. The Grievance Committee will convene at the direction of the Board Chair in the event of a filed grievance during RLC or SLC.
- 2. The Grievance Committee will address areas involving, but not limited to dress code, competitive events, officer elections, ethics, code of conduct and discrimination.
- 3. Chapter advisors and student members are expected to follow the Delegate Code of Conduct as stated in the state and national conference guides. (See Appendix E)
- 4. Should an advisor wish to file a grievance at a competitive event site, a Grievance Committee will be established at the regional or state conference to address reports of misconduct and determine appropriate actions. Advisors should complete and submit the grievance form at headquarters. The committee will answer every formal grievance in writing. (See Appendix F)

5. The Grievance Committee at the regional level will be comprised of the Regional Advisor and two other local chapter advisors. The Grievance Committee at the state level will be comprised of the State Advisor, and two-three non-involved board members. Any post conference or other grievances can be filed through the State Advisor.
 6. An official grievance form will be sent for completion and can be returned to the State Advisor for presentation to the Board of Directors.
 7. The Board of Directors will respond in writing to the formal grievance.
- B. Officer Elections Committee
1. The Officer Elections Committee will serve as the organizing group for all state officer and national officer candidate elections at state leadership conference.
 2. The committee shall be made up of the Board Student Representative, the Student Rep in Training, and two Board business representatives. If two Business representatives are not available a Board members with no candidates running will be appointed.
 3. Committee will be elected at the SLC Board of Directors meeting.
- C. Ethics Committee
1. The Ethics Committee will convene at the direction of the Board Chair in the event of a potential ethics violation and outside the timeframe of SLC.
 2. The Ethics Committee will address officer disciplinary actions, harassment allegations and all other ethical violations.
 3. The Ethics Committee will be composed of the Board Chair, State Advisor and two non-involved Board members.
- D. Scholarship Committee
1. The Scholarship Committee will serve as the organizing group for all Texas BPA scholarships including publishing, collections, and winner selection
 2. The Ethics Committee will be composed of the Board Secretary and one-two appointed Board members.
- E. Finance Committee
1. The Finance Committee will be responsible for the creation, review, maintenance, and adherence to the budget and all financial decisions.
 2. The Finance Committee will be composed of the Board Treasurer, the Financial Services contracted staff and two appointed Board members.
- F. Contracted Services Oversight Committee
1. The Contracted Services Oversight Committee serves as the coordinating body for all Texas BPA contracted services.
 2. The committee will be responsible for collecting and reviewing all bids for contracted services, notifying the winner of the bid process, providing signed contracts to the Board Secretary, serving as the liaison between the contracted services and the Board of Directors, and completing and presenting to the Board an annual review of all contracted services.
 3. The committee will be composed of the Board Chair and two Board Business Representatives. If the Board Chair is a business representative, a third committee member will be appointed by the Chair.

XIII. Changes to Policies and Procedures

- A. Any Business Professionals of America member may submit a recommendation(s) for change(s) to any policy or procedure in writing to the Board of Directors. (See Appendix G)
- B. The Board of Directors will take the recommendation(s) under advisement and make a final decision on any changes. A response will be made in writing to the person making the recommendations after a Board decision has been reached.

XIV. Nondiscrimination Policy

It is the policy of Business Professionals of America—Texas Association that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which it is responsible.

APPENDICES

Appendix A

**BUSINESS PROFESSIONALS OF AMERICA – TEXAS ASSOCIATION
ADVANCE TRAVEL REQUEST, EXPENSE REPORT, TRAVEL REIMBURSEMENT**

Date: _____ Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Position: _____

Location of Event: _____

Description/Purpose of Event: _____

Date/Time of Departure: _____ Date/Time Arrival: _____

Date/Time of Return Departure: _____ Date/Time Return Arrival: _____

STATEMENT:

A. Advance: Needed by (date):	\$
Expenditures: All monies must be listed.	
Type of Travel: Air, Taxi, Auto _____ miles @ rate per the Federal POV mileage reimbursement rate	
Hotel Room Roommate:	
Registration	
Meals: Breakfast _____ Days @\$ 6.00 Lunch _____ Days @\$ 7.00 Dinner _____ Days @ \$12.00	
Other Traveling Expenses (details)	
B. Total Expenditures:	
TOTAL: "A" MINUS "B"	

If advance was made, additional travel DUE or Refunded (Circle One) \$ _____

I hereby certify that the expense above is a true account of the ordinary and necessary business expenses that I incurred for the period indicated.

(Signature)

Approved by Board Member

For Office Use Only:

Check # _____

Date Issued: _____

Budget Line Item _____

**BUSINESS PROFESSIONALS OF AMERICA – TEXAS ASSOCIATION
TRAVEL GUIDELINES**

1. Reimbursement is per the Federal POV mileage reimbursement rate if you travel by car. Attach shortest route for mileage guide.
2. If you use public transportation, the airline ticket or bus ticket will be reimbursed. A ticket or receipt must be attached to the expense form.
3. Reimbursement for meals is at the rate of \$6.00 breakfast, \$7.00 lunch, \$12.00 dinner. An agenda/itinerary must accompany the expense form.
4. The state association will pay for your room (quad occupancy for officers and double occupancy for Advisory Committee members or Board members) and those expenses incurred while traveling at the organization's request.
5. The advisor or local district is responsible for the officer's advisor expenses.
6. Receipts must accompany any requests for reimbursement under "Other Traveling Expenses."
7. Forms must be submitted within two (2) weeks after travel to be eligible for reimbursement.
8. Alternative ground transportation needs prior approval by the board.
9. Luxuries & Tips will not be paid.

In an effort to minimize expenses at the state level, it is requested that you solicit district assistance with travel expenses prior to submitting a request for travel funding from BPA.

Have you requested these funds? YES NO (Circle one)

What was the outcome of this request?



**BUSINESS PROFESSIONALS OF AMERICA
TEXAS ASSOCIATION**

Check Request Form

Remit To:

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Fax Number _____

E-Mail _____

Budget Item Code	ITEM DESCRIPTION	COST
TOTAL		

- * Must be signed by requestor.
- * Please email (burksj@friscoisd.org) or fax (469.663.5950) this copy with your receipts to Jerry Burks.
- * Place the originals in the mail to Joseph Hicks, 1804 Coventry Dr, Bedford, TX 76021.

Signature: _____ Approved by Board Member: _____

Check#: _____ Date Issued: _____ Budget Line Item: _____

Appendix B

BUSINESS PROFESSIONALS OF AMERICA—TEXAS ASSOCIATION MEMBERSHIP PROCEDURES

STATE DEADLINES: SECONDARY DIVISION – JANUARY 15
 ASSOCIATE DIVISION – FEBRUARY 15
 MIDDLE LEVEL DIVISION – FEBRUARY 15
 POST-SECONDARY DIVISION – FEBRUARY 15

SEND STATE and NATIONAL DUES TO: BPA NATIONAL CENTER
 PO BOX 632707
 CINCINNATI, OHIO 45253-2702

An advisor must have at least 10 members to affiliate. Small rural schools may have 90% of total enrollment in the program if they have less than 10 students. For exceptions to the 10 member rule, you must contact the State Advisor. Registration form may be found on national website: www.bpa.org.

Texas recognizes the National guidelines that a business teacher may be an advisor whether or not he/she is teaching a weighted funded course, for example, Accounting.

Texas advisors may have both a Secondary Chapter and Associate Chapter within the same class or classes. The Associate members can compete at the State Leadership Conference in the Associate Division and nineteen (19) of those events advance to the National Leadership Conference.

Under current policy, Associate, Post-secondary and Middle Level Division members automatically advance to the State Leadership Conference.

Business Education teachers that are teaching weighted and non-weighted courses fall under the Chapter 75, subchapter 1 of the Texas Administrative code and Statutory Citations because they are under Career and Technical Education. All teachers must adhere to the code. The code states “school districts shall provide opportunities for student participation in a local chapter of an approved student leadership organization related to each career and technology program being conducted.” Therefore all teachers must provide the opportunity for students to join a career and technology student organization.

The chart below indicates the breakdown for student and professional member dues.

	Secondary	Associate	MiddleLevel	Post-Secondary	Alumni
State	\$ 8.00	\$ 7.00	\$6.00	\$6.00	\$00.00
National	<u>12.00</u>	<u>9.00</u>	<u>8.00</u>	<u>12.00</u>	<u>15.00</u>
Total	20.00	16.00	14.00	19.00	15.00

STUDENT IDENTIFICATION OF SPECIAL POPULATIONS

Special Populations

The term “Special Population”: includes students with handicaps, educationally and economically disadvantaged individuals (including foster children), individuals of limited English proficiency, and individuals who participate in programs designed to eliminate sex bias.

If students are not designated as “Special Populations” on your class attendance roster, you need to check with your counselor on Special Populations designation.

Student Identification of Special Populations is as follows:

1. Identification of Students with Handicaps
(physical or mental impairment)
2. Disadvantaged
 - a. Economic
 - b. Academic or Educationally
3. Migrants (add totals to LEP)
4. Limited English Proficient (LEP)
5. Individuals enrolled in nontraditional programs for their gender

For further information or clarification on Special Populations identification, you may contact your Local Education Agency.

Appendix C

BUSINESS PROFESSIONALS OF AMERICA—TEXAS ASSOCIATION

REQUEST FOR EXCEPTION TO MEMBERSHIP DEADLINE

Advisor _____ Date _____

School _____

Student(s) _____

Reason for Request: _____

Attachments: \$100 processing fee
 Completed chapter membership roster
 Explanation letter signed by principal and advisor

Mail the completed form to:
 Vickie Thomas, State Advisor
 119 Sixth Street
 Sugar Land, TX 77498

Date Received: _____

State Advisor: _____

Appendix D

BUSINESS PROFESSIONALS OF AMERICA--TEXAS ASSOCIATION PROCEDURES FOR COMPETITIVE EVENTS SECONDARY, ASSOCIATE, MIDDLE LEVEL AND POST-SECONDARY

Contest Entries

1. All contestants must be dues-paying members of the state and national associations.
2. A Secondary, Associate or Middle Level contestant may enter one individual competitive event plus one team event. A Post-secondary contestant may enter two individual event, plus one team event. General/Open events are open to every contestant.
3. A chapter advisor may enter only one student or team in each competitive event. Each student must be listed on that advisor's membership roster (See exclusion in item #4.)
4. Team events: schools with more than one teacher with students listed on separate membership rosters may enter team events jointly. However, if a school enters more than one team in an event, the students on a team must be from the same membership roster.
Effective with the 2012-13 membership year, hybrid teams will no longer be allowed.
5. Registration for all events must be mailed by the due date.
6. Substitutions:
 - a) Region: may substitute a contestant only in the events entered
 - b) State: cannot substitute individual events, (the first alternate is eligible); may substitute a team member in team events.
 - c) National: same as on the state level
7. Members may compete only in the division for which they are registered.
8. If an advisor has notified the Competitive Events Coordinator that a contestant cannot participate at the next level, that decision is final.
9. All contestants must meet the "no pass, no play" rule. This rule applies for regional, state, and national conferences.

Advancement of Contest Winners

1. Regional to State:
 - a) Top three finalists in each non-judged, non-team event
 - b) Top two finalists in the judged or team events
 - c) Finalists in general/open events do not advance
 - d) Top six participants in each event will be presented an award
2. State to National:
 - a) Eligible entries are listed in the Workplace Skills Assessment Program Guidelines
 - b) Top eight entries in each event will be presented an award
3. Associate Division: Students in the following competitive events are designated to advance to the national level:
 - a) Fundamental Accounting
 - b) Keyboarding Production
 - c) Fundamental Word Processing Skills
 - d) Desktop Publishing
 - e) Medical Office Procedures
 - f) Administrative Support Team
 - g) Administrative Support Research – Individual
 - h) Computer Network Technology
 - i) Computer Security
 - j) Web Site Design Team

- k) Digital Media Production
- l) Video Production Team
- m) Entrepreneurship
- n) Graphic Design Promotion
- o) Interview Skills
- p) Advanced Interview Skills
- q) Extemporaneous Speech
- r) Prepared Speech
- s) Presentation Management Team
- t) All Open Events

4. Middle School Division

Students in the following competitive events are designated to advance to the national level:

- a) Keyboarding Production
- b) Spreadsheet Applications
- c) Career Research Project Team
- d) Web Site Design Team
- e) Prepared Speaking
- f) Extemporaneous Speech
- g) Graphic Design Promotion
- h) Introduction to Video Production Team

In JUDGED events (with preliminary sections that qualify for a final round of judging), **ONLY STUDENTS THAT COMPETE IN THE FINAL ROUND ARE ELIGIBLE TO ADVANCE TO NATIONALS.** If a National Qualifier is unable to attend the National Leadership Conference for whatever reason, then the next National Alternate is moved up to be a qualifier. If after all alternates from the FINAL round are contacted and there are still unfilled spots in JUDGED events (because the scoring & placement was determined by a final round of competition) that spot will remain empty.

If there is only ONE ROUND OF JUDGING (not enough students to have prelims & finals) all students' scores will be ranked and all students in that event could possibly be eligible for national qualification if a National Qualifier is unable to attend. Alternates will be moved up in the order that they placed.

In Hands-on Computer Events (Keyboarding & Spreadsheets, etc.), all student scores will be ranked. National Qualifiers will be moved up from the National Alternates and then if positions are still available, the next highest ranked student will be moved up until all spots are full.

5. Post-Secondary Division

- a) Eligible entries are listed in the Workplace Skills Assessment Program guidelines.
- b) Top eight entries in each event will be presented an award

6. All post-secondary chapters are encouraged to participate in the Texas State Leadership Conference by competing in the competitive events, participating in the Torch Awards activity (if the statesman level has been earned), running for the chance to represent Texas as a national officer, and helping to judge secondary and middle level events.

7. Students participating in the competitive events program at the Texas State Leadership Conference will be the first to fill the slots to represent Texas at the National Leadership Conference. Each student can participate in a maximum of two individual events and/or one team event.
8. If all slots are not filled by those attending SLC, other post-secondary slots will be filled by those submitting a request to the Texas State Advisor.

Appendix D-2 Awards

1. Each contestant winner in individual events will receive an award.
2. Team events: at SLC, each team member on teams who placed will receive a medallion and the qualifying teams will receive 1 (one) plaque. At the regional level, the regional advisors will determine the appropriate awards.
3. Any award (s) not picked up at the Regional Leadership Conference must be requested from the regional advisor and will require a shipping fee when mailed to the advisor.
4. Any award (s) not picked up at the State Leadership Conference must be requested from the competitive events coordinator and will require a shipping fee when mailed to the advisor.

Regional Contest Date

Regional Competitions will be held the last two weekends in January with an alternate date the first weekend in February. The alternate date will be used in case of inclement weather in any part of the region which would prevent full participation, or in case of any unforeseen event. Once dates are set and published, they may not to be changed. Use of the alternate date will be made by the Regional Advisor in collaboration with all advisors in that region.

Judges Results and Competitive Event Questions

1. All judges' results at regional and state conferences are final and **are not to be changed** by any regional advisor, chapter advisor, administrator, proctor, or state staff member.
2. Any questions about competitive events should be referred to the regional advisor on the regional level and to the Competitive Events Coordinator and/or State Advisor on the state and national level.
3. No contestant is to be disqualified at a contest site. Any questions are to be submitted in writing to the conference headquarters where the grievance committee will determine any ruling.
4. No trophies or awards from previous competitions may be brought into the contest room.

Equipment and Supplies

1. Equipment/Software—regional and state personnel will endeavor to the best of their ability to provide equipment and software as near as possible to the national equipment/software listing.
2. Supplies—guidelines as listed in the Workplace Skills Assessment Program (WSAP) are to be followed. WSAP guidelines may be downloaded at www.bpa.org.

Appendix E

BUSINESS PROFESSIONALS OF AMERICA—TEXAS ASSOCIATION DELEGATE CODE OF CONDUCT

1. The term “delegate” shall mean any member attending the Regional or State Leadership Conferences.
2. All participants are required to stay at an official conference property. Non-compliance is cause for disqualification. Participants residing within a 50 mile radius of the conference site, whose school district prohibits overnight stays, may be exempt from the policy at the discretion of the State Advisor.
3. Delegates shall abide by all conference rules.
4. Delegates shall respect and abide by the authority delegated to the Board of Directors, presiding officers, committee chairmen, and advisors or authorized representatives of the aforementioned.
5. Delegates shall attend all sessions and activities assigned unless engaged in some specific assignment taking place at the same time.
6. Delegates shall wear acceptable attire to all program activities as specified in the program.
7. Illegal drugs, tobacco, or alcohol, in any form, shall not be possessed or used by any delegate while in attendance at any function concerning Business Professionals of America. Possession is defined as having on one’s person, in one’s belongings such as in a purse or in luggage, in one’s hotel/motel room, or having knowledge that illegal drugs, tobacco, or alcohol are in one’s hotel/motel room or in another person’s possession.
8. Identification badges shall be worn at all official functions.
9. Business Professionals of America shall, under no circumstances, approve or condone the use or serving of alcoholic beverages by anyone during official functions. This is in effect from the time the member leaves home until he/she returns home.
10. Business Professionals of America shall, under no circumstances, approve or condone the use of drugs in any form, except for medical purposes, by anyone during official functions. This is in effect from the time the member leaves home until he/she returns home.
11. Delegates violating or ignoring any of the rules will be subject to disciplinary action by the Ethics Committee.
12. Delegates shall keep their adult advisors informed of their activities and whereabouts at all times.
13. Delegates shall not use their own cars or ride in cars belonging to others during the conferences unless accompanied by an authorized advisor.
14. Non-registered individuals will not be allowed at Conference activities.
15. Delegates shall not patronize public places which would bring reproach to the organization or to themselves.
16. Curfew each night shall be designated, and delegates shall be in their rooms by curfew.
17. The approved hotel/motel shall assign certain rooms to male and female delegates. Delegates will not be allowed in the rooms assigned to the opposite sex unless accompanied by an official conference advisor.
18. Delegates shall conduct themselves in a professional manner.

**BUSINESS PROFESSIONALS OF AMERICA—TEXAS ASSOCIATION
REGIONAL GRIEVANCE FORM**

Advisor Name _____ Date _____

School _____

Student(s) _____

Competitive Event (if applicable) _____

Grievance: _____

Action by Grievance Committee: _____

Regional Advisor

Chapter Advisor

Chapter Advisor

**BUSINESS PROFESSIONALS OF AMERICA—TEXAS ASSOCIATION
STATE GRIEVANCE FORM**

Advisor Name _____ Date _____

School _____

Student(s) _____

Competitive Event (if applicable) _____

Grievance: _____

Action by Grievance Committee: _____

Board Representative

Board Representative

State Advisor

Appendix G

POLICIES AND PROCEDURES RECOMMENDATION/CHANGE FORM

TO: _____

FROM: _____

SCHOOL: _____

ADDRESS: _____

PHONE NUMBER: _____

E-Mail: _____

Instructions: Please attach all supporting documentation if applicable. Example: If the recommendation concerns a form, attach the form.

Section _____ Letter _____ Number _____ Appendix _____

Recommendation/Change (circle one)

Rationale:

Board Chair's Signature

Date Received

Do Not Write Below This Line

Board Review _____ date

Board Action _____ approved as presented _____ date

_____ approved with changes _____ date
(changes):

_____ no change, approved _____ date

Board Chair's Signature

Date

Appendix H

ORGANIZATIONAL JOB DESCRIPTIONS

Title: Board Area Representative

Key Responsibilities:

- Represent the viewpoints of the advisors and members
- Serve as a Liaison between Board and area advisors
- Serve on committees as appointed by the Chair
- Complete State Leadership Conference duties as assigned by Chair
- Attend all board meetings and SLC
- Serve on the awards committee

Key Performance Measures:

- Attends at least 3 board meetings per year

Competencies:

- Working knowledge of State BPA
- Must be a BPA advisor

Term:

Three years (September 1 through August 31) Can be re-elected for a second term not to exceed 6 consecutive years.

Reporting Relationship:

Reports to: The Board of Directors

Appendix H-2

Title: Board Business Representative

Key Responsibilities:

- Serves as member of Contracted Oversight Committee
- Serve as member of Officer Election Committee
- Provides business perspective at board meetings
- Utilize existing business network to solicit support for BPA
- Attend all board meetings and SLC
- Complete State Leadership Conference duties as assigned by Chair

Key Performance Measures:

- Raises at least \$500 (or equivalent donation) annually through sponsorship
- Utilizes business network to obtain at least 5 judges
- Attends at least 3 board meetings per year

Competencies:

- Experience in a business industry
- Basic knowledge of BPA

Term:

Three years (September 1 through August 31).

Reporting Relationship:

Reports to: The Board of Directors

Appendix H-3

Title: Board Student Representative

Key Responsibilities:

- Chair of Officer Election Committee
- Represents views of student members
- Supports State Officer Coordinator as needed
- Complete State Leadership Conference duties as assigned by Chair
- Maintain all Texas Officer Candidate Handbooks
- Attend all board meetings and SLC

Key Performance Measures:

- Attends at least 3 board meetings per year

Competencies:

- Working knowledge of State BPA
- Must be attending a Texas school

Term:

One year (September 1 through August 31)

Reporting Relationship:

Reports to: The Board of Directors
Supervises: Student Rep in Training

Appendix H-4

Title: Board Student Representative in Training

Key Responsibilities:

- Shadows the Student Representative
- Serves on the Officer Election Committee
- Represents views of student members
- Supports State Officer Coordinator as needed
- Complete State Leadership Conference duties as assigned by Chair
- Attend all board meetings and SLC

Key Performance Measures:

- Attends at least 3 board meetings per year

Competencies:

- Working knowledge of State BPA
- Must be attending a Texas school

Term:

One year (September 1 through August 31)

Reporting Relationship:

Reports to: The Board of Directors, Student Representative

Appendix H-5

Title: Secondary Advisory Committee Chair

Key Responsibilities:

- Prepare agenda for September Regional Advisory Committee meeting
- Collect Regional Advisor's Ethics Agreement
- Assist with DLG administration
- Be available to answer questions about Regional contests
- Be available to assist with mitigating problems at RLCs
- Communicate updates, information from the Board, reminders and any other items of interest to all Regional Advisors to forward to local advisors
- Contact Regional Advisors if APG assignments are not covered and recruit APG replacements as needed at SLC
- Ex-Officio member on the State Board of Directors
- Must attend all Board meetings
- Complete State Leadership Conference duties as assigned by Chair

Key Performance Measures:

- Attends at least 3 board meetings per year

Competencies:

- Working knowledge of Regional Leadership Conferences
- Working knowledge of competitive events
- Working knowledge of DLG system

Term:

One year to be elected at September Regional Advisory Committee meeting and begin term at the end of the September meeting.

Reporting Relationship:

Reports to: The Board of Directors

Appendix H-6

Title: Associate Division Chair

Key Responsibilities:

- Attend the September Regional Advisory Committee Meeting
- Be available to answer questions about Regional contests
- Be available to assist with mitigating problems at RLCs
- Communicate updates, information from the Board, reminders and any other items of interest to all Associate advisors
- Ex-Officio member on the State Board of Directors
- Must attend all Board meetings
- Complete State Leadership Conference duties as assigned by Chair

Key Performance Measures:

- Attends at least 3 board meetings per year

Competencies:

- Working knowledge of Regional Leadership Conferences
- Working knowledge of competitive events

Term:

3 year term; Appointed by the Board

Reporting Relationship:

Reports to: The Board of Directors

Appendix H-7

Title: Post-Secondary Division Chair

Key Responsibilities:

- Communicate updates, information from the Board, reminders and any other items of interest to all Post-Secondary advisors
- Ex-Officio member on the State Board of Directors
- Must attend all Board meetings
- Complete State Leadership Conference duties as assigned by Chair

Key Performance Measures:

- Attends at least 3 board meetings per year

Competencies:

- Working knowledge of Regional Leadership Conferences
- Working knowledge of competitive events

Term:

3 year term; Appointed by the Board

Reporting Relationship:

Reports to: The Board of Directors

Appendix H-8

Title: Middle Level Division Chair

Key Responsibilities:

- Be available to answer questions about Regional contests
- Be available to assist with mitigating problems at RLCs
- Communicate updates, information from the Board, reminders and any other items of interest to all Middle-Level advisors
- Ex-Officio member on the State Board of Directors
- Must attend all Board meetings
- Complete State Leadership Conference duties as assigned by Chair

Key Performance Measures:

- Attends at least 3 board meetings per year

Competencies:

- Working knowledge of Regional Leadership Conferences
- Working knowledge of competitive events

Term:

3 year term; Appointed by the Board

Reporting Relationship:

Reports to: The Board of Directors

Appendix H-9

Title: Board Chair

Key Responsibilities:

- Creates and send out agenda to the Board of Directors
- Signs contracts for the contracted services
- Presides over Board of Directors
- Appoints committees
- Complies with constitution and policy
- Serves ex-officio on all committees
- Ensures that structures and procedures are in place for securing the resources required by the organization
- Conducts board business effectively and efficiently
- Assigns board duties at State Leadership Conference
- Appoints the Treasurer

Competencies:

- Experience as Board Member
- Executive facilitation
- Understanding of contract service management
- Time management
- Strong oral and written communication skills
- Knowledge of parliamentary procedures
- Working knowledge of Texas BPA

Term:

One year (September 1 through August 31)

Reporting Relationship:

Reports to: Board of Directors

Appendix H-10

Title: Board Secretary

Key Responsibilities:

- Keep a complete and accurate account and e-file of procedures of the board's business meetings
- Keep a membership record and attendance of meetings
- Call meeting to order in absence of Chair
- Notify Board when minutes are available for review
- Read correspondence directed to the group
- Answer all correspondence and file correspondence for future reference
- Collect and e-file all bids and contracts
- Maintains board information lists
- Maintains constitution, bylaws, and policies and procedures and updates as approved
- Complete State Leadership Conference duties as assigned by Chair
- Coordinate awards process

Competencies:

- Experience as Board Member
- Strong oral and written communication skills
- Take minutes

Term:

One year (September 1 through August 31)

Reporting Relationship:

Reports to: Board of Directors

Appendix H-11

Title: Board Treasurer

Key Responsibilities:

- Chair Finance Committee
- Approve all financial transactions
- Draft initial proposed budget
- Present committee recommended budget to board
- Complete State Leadership Conference duties as assigned by Chair

Competencies:

- Understanding financial planning and budgeting
- Spread sheet skills

Term:

One year (September 1 through August 31); appointed by Board Chair

Reporting Relationship:

Reports to: Board of Directors

Appendix H-12

Title: State Advisor

Key Responsibilities:

- Submit all forms requested by the national center
- Oversee all Texas membership activities
- Handle distribution of regional and state contests
- Communicate with Board, R.A. & advisors on competitive events, updates from nationals, and questions
- Assist in HQ at SLC
- Handle all paperwork for Texas National Officer Candidates
- Attend SAAC meetings at NLC and SAAC Summer meeting
- Oversee all state activities in preparation for and at NLC
- Attend all board meetings
- Administration of DLG
- Coordinate, verify and update national qualifiers
- Coordinate, compile, and schedule administrators, proctors, and graders for national competitive events
- Serve as a member of the state ethics committee
- Serve as a member of the state grievance committee
- Generate all competitive events tests for SLC
- Collect financial statements and documentation from Regional accounts
- Check and verify test boxes with Competitive Events Coordinator
- Recommend CEAC representatives
- Texas representative in corporate BPA meeting at NLC

Key Performance Measures:

- Responds to BPA state related questions within 1 business day
- Meets all reporting and submission deadlines
- Attends at least 3 State Board meetings per year

Competencies:

- Working knowledge of regional, state, and national activities
- Conflict management skills
- Strong oral and written communication skills
- Understanding of state and national structure

Term:

Appointed by the Board

Reporting Relationship:

Title: TEA Representative

Key Responsibilities:

- Provide administrative leadership and oversight at meetings and conferences in collaboration with the CTSO Board of Directors
- Work in partnership with the CTSO Board of Directors to cooperatively evaluate the CTSO for effectiveness and compliance with the goals of the CTSO
- Serve as ex-officio, non-voting member in the CTSO Board of Directors, including the Executive Board and its executive sessions and committees
- Monitor the CTSO requirements for Perkins grant funds as established in the funding agreement with TEA, and provide administrative leadership with the Board of each CTSO to determine that the policies and rules are carried out in a timely and equitable manner.
- Attend Board meetings as approved by TEA
- Provide a report for each Board meeting
- Complete State Leadership Conference duties as assigned by Chair

Key Performance Measures:

Maintain regular written or verbal communication between the Board and TEA

Competencies:

Working knowledge of TEA policies and procedures

Term:

Appointed by the Board

Reporting Relationship:

Appointed by Texas Education Agency

Title: Past Chair

Key Responsibilities:

- Supports the current Board Chair as requested

Key Performance Measures:

- Attends at least 3 State Board Meetings

Competencies:

- Experience as Board Member
- Executive facilitation
- Understanding of contract service management
- Time management
- Strong oral and written communication skills
- Knowledge of parliamentary procedures
- Working knowledge of Texas BPA

Term:

1 year term (September 1 – August 31)

Reporting Relationship:

Reports to: The Board of Directors

Appendix H-15

Title: Competitive Events Coordinator

Key Responsibilities:

- Assist in coordinating Regional Competitive Events
- Coordinate RLC move ups
- Be available to answer questions during regional competitions
- Coordinate state competitive event requirements with the meeting planner
- Export state qualifiers from DLG and schedule contests
- Coordinate, compile, and schedule administrators, proctors, and graders for state competitive events
- Recruit, compile, schedule and coordinate judges for SLC
- Oversee all competitive events activities during SLC
- Assemble all competitive event reports necessary for SLC
- Compile and export state results through DLG
- Provide a competitive events report to the Board of Directors at the July Board Meeting
- Print competitive events and judging rubrics for all competitions
- Prepare test boxes for SLC Headquarters
- Distribute competitive events projects to judges and collect/compile scores
- Coordinate registration and assign facility space
- Collect monies, input into DLG, and provide to Financial Services
- Plan agenda, budget, and timeline for SLC
- Prepare budget estimates for new fiscal year and submit to the Finance Committee by July board meeting
- Purchase events materials and submit for reimbursement
- Transport and store secure test materials and all other supplies

Key Performance Measures:

- Responds to BPA regional and state related questions within 1 business day
- All events are staffed with proper administrators, proctors, graders, and judges
- Competitive events results are complete and accurate and entered in DLG
- Detailed requirements were provided to the meeting planner
- Provides a signed contract within 1 week of selection to CS Oversight Committee

Competencies:

- Working knowledge of regional and state activities
- Strong oral and written communication skills
- Established connections to recruit judges
- Experience with event and schedule coordination
- Positive and friendly people skills

Term:

One year with option for one year renewal (August 1 through July 31)

Reporting Relationship:

Reports to: Contracted Services Oversight Committee

Appendix H-16

Title: State Officer Coordinator

Key Responsibilities:

- Coordinate and facilitate travel and coordinate all State and Regional Officer activities
- Communicate to Chapter Advisors of officers all travel, meeting, and performance details
- Plan and coordinate the state officers participating at the TEA/PDC Summer Conference
- Provide annual summative officer activity report during the March board meeting
- Provide officer budget to the finance committee and activities for the following year to the CS Oversight Committee at the March meeting
- Coordinate state and regional officer activities for NLC
- Organize state voting delegates and voting delegate sessions at NLC
- Collaborate with AV contracted services on set design and script writing for SLC

Key Performance Measures:

- Responds to BPA regional and state related questions within 1 business day
- Travel arrangements are booked and communicated to officers and their advisors with one month's minimum notice.
- Scripts provided to all participating parties two weeks prior to SLC
- Provides a signed contract within 1 week of selection to CS Oversight Committee

Competencies:

- Working knowledge of regional, state, and national activities
- Strong oral and written communication skills
- Positive and friendly people skills
- Student leadership development

Term:

One year with option for one year renewal (Immediately following SLC until end of following SLC)

Reporting Relationship:

Reports to: Contracted Services Oversight Committee

Appendix H-17

Title: Web Master

Key Responsibilities:

- Up-date site as necessary
- Provide board members with templates for generating articles
- Transform all presented documents to web ready, downloadable format
- Provide BPA Texas Association with a quarterly website backup
- Obtain approval for all new website content from State Advisor
- Maintain all online web and email accounts
- Maintain archive of all forms
- Photograph and publish new members of the board and new officers
- Submit budget estimates for new fiscal year to the Finance Committee by July board meeting

Key Performance Measures:

- Website updated at least monthly
- All changes are posted within 7 business days of receipt
- Website functions as designed
- All website materials are current
- Provides a signed contract within 1 week of selection to CS Oversight Committee

Competencies:

- Strong written communication skills
- Website development experience

Term:

One year with option for one year renewal (August 1 through July 31)

Reporting Relationship:

Reports to: Contracted Services Oversight Committee

Title: Convention and Meeting Planning Services

Key Responsibilities:

- Book all travel for the board and food and beverage needs for all board meetings and conferences
- Communicate all travel bookings to each respective board member and a summary to the board chair
- Negotiate hotel and conference rates for State Leadership Conferences
- Present all State Leadership Conference bid options to the Board
- Coordinate and book meeting facility space for all SLC needs
- Gather requirements from Competitive Events Coordinator on events rooms, equipment, space, restrictions, awards, etc.
- Assign facility space for all State Leadership Conference events, meetings, etc.
- Negotiate rate and secure required equipment for all SLC events, meetings, and extra space
- Present security options for SLC to the Board and book as approved
- Present special event and speaker options to the board and secure as approved
- Complete design and purchase pre-conference book, program, t-shirts, NLC pins, awards, student give-away, and judges' gifts at board direction
- Coordinate with web master to post all SLC and other event information
- Provide a detailed SLC report to the Board at the July board meeting
- Book any transportation requirements as part of SLC
- Obtain SLC sponsors and exhibitors
- Make purchases and track costs of travel, meetings, and conferences
- Coordinate and compile all school registration packs for SLC registration
- Plan agenda, budget, and timeline for SLC
- Provide all on-site management during SLC
- Submit budget estimates for new FY to Finance Committee by July meeting
- Transport and store secure test materials and all other supplies
- Attend all board meetings

Key Performance Measures:

- Responds to BPA regional and state related questions within 1 business day
- Travel is booked accurately and communicated to the board within 12 hours of booking
- All bookings come under or meet budget estimates and requirements
- All event and space requirements have been met
- A minimum of \$1000 or equivalent value in sponsorship and 6 exhibitors
- Provides a signed contract within 1 week of selection to CS Oversight Committee

Competencies:

- Strong written communication skills
- Event planning experience
- Negotiation skills

Term:

One year with option for one year renewal (August 1 through July 31)

Reporting Relationship:

Reports to: Contracted Services Oversight Committee

Title: Financial Services

Key Responsibilities:

- Reconcile bank statements
- Prepare statement of financial position
- Prepare statement of activities
- Assist in preparation of the annual budget
- Pay bills as approved by the treasurer
- Deposit funds received by the organization
- Maintain financial records
- Assist auditor in the preparation of the federal income tax return – Form 990
- Compile and provide all Perkins reports and paperwork to Board Chair and TEA Rep
- Attend board meetings
- Complete Perkins grant

Key Performance Measures:

- Accuracy of financial statements as validated by the audit
- Reconcile bank statement monthly
- Prepare financial statement and statement of activities, for each board meeting
- Issue payments within one week of receipt
- Complete Perkins grant and reports by submission deadline
- Provides a signed contract within 1 week of selection to CS Oversight Committee

Competencies:

- Tax knowledge
- Understanding of accounting principles
- Basic understanding of GAAP
- Grant writing experience

Term:

One year with option for one year renewal (September 1 through August 31)

Reporting Relationship:

Reports to: Contracted Services Oversight Committee

Appendix H-20

Title: Auditor

Key Responsibilities:

- Perform annual audit of all financial records in accordance with generally accepted auditing standards established by the Auditing Standards Board
- Prepare the federal information return for the year ended August 31

Key Performance Measures:

- Audit statement of financial position as of August 31
- Properly prepared IRS form 990
- Provides a signed contract within 1 week of selection to CS Oversight Committee

Competencies:

- Tax knowledge
- Understanding of accounting principles
- Basic understanding of GAAP
- Knowledge of IRS nonprofit documents

Term:

One year with option for one year renewal (September 1 through August 31)

Reporting Relationship:

Reports to: Contracted Services Oversight Committee

Appendix H-21

Title: Audio/Visual

Key Responsibilities:

- Set up staging, lights, sound, and other equipment for all SLC sessions and events
- Assist stage placements and run-through with the state officers
- Coordinate farewell slideshow
- Purchase all stage items in conjunction with theme
- Author SLC scripts in conjunction with state officer coordinator and officers
- Meet in advance with state officers for planning meetings on SLC theme, scripting, and music
- Back stage coordination and stage management
- Schedule practice time and run through in coordination with state officer coordinator and officers
- Work with state officer coordinator, officers, meeting planner, and competitive event coordinator to gather and execute requirements
- Prepare budget estimates for new fiscal year and submit to Finance Committee by July board meeting
- Obtain music licenses and music for each show

Key Performance Measures:

- Stage and scripting aligns with SLC theme
- State officers have practiced on the stage prior to show
- Provides a signed contract within 1 week of selection to CS Oversight Committee

Competencies:

- Basic understanding of BPA sessions
- Audio/visual experience for large ceremonies

Term:

One year with option for one year renewal (Immediately following SLC until end of following SLC)

Reporting Relationship:

Reports to: Contracted Services Oversight Committee

Appendix H-22

Title: Ethics Committee

Purpose: The Ethics Committee will convene at the direction of the Board Chair in the event of a potential ethics violation and outside the timeframe of SLC. The Ethics Committee will address the following areas:

- Officer disciplinary actions
- Harassment allegations
- All other ethical violations

Key Responsibilities:

- Convene at the direction of the Chair
- Review all aspects of the alleged violation
- Maintain confidentiality
- Expedite decisions and inform affected parties

Title: Grievance Committee

Purpose: The Grievance Committee will convene at the direction of the Board Chair in the event of a filed grievance during SLC. The Grievance Committee will address areas involving, but not limited to:

- Dress Code
- Competitive Events
- Officer Elections
- Ethics
- Code of Conduct
- Discrimination

Key Responsibilities:

- Convene at the direction of the Chair
- Review all aspects of the alleged violation
- Maintain confidentiality
- Expedite decisions and inform affected parties

Appendix H-24

Title: Scholarship Committee

Purpose: The Scholarship Committee will serve as the organizing group of all Texas BPA scholarships including publishing, collections, and winner selection.

Key Responsibilities:

- Make adjustments to BPA scholarship application as necessary
- Submit scholarship forms to webmaster to publish by designated date
- Collect all scholarship applications
- Review and judge all submitted scholarships
- Determine winners of each scholarship
- Provide details of winners for placement in SLC scripts

Appendix H-25

Title: Finance Committee

Purpose: The Finance Committee will be responsible for creation, review, maintenance, and adherence to the budget and all financial decisions.

Key Responsibilities:

- Collect budget estimates from all contracted services for new fiscal year by July board meeting
- Present budget estimates for new contracted services from July board meeting
- Collect budget estimate changes from new contracted services prior to September board meeting
- Compile a balanced budget for recommendation to the board for each new fiscal year
- Strive for a thin chart of accounts (streamline budget line items)
- Coordinate activities with Financial Services
- Present annual recommended budget to the board at September meeting
- Monitor spending throughout year and create action plans as necessary

Appendix H-26

Title: Officer Elections Committee

Purpose: The Officer Elections Committee will serve as the organizing group for all state officer and national officer candidate elections at SLC.

Key Responsibilities:

- Collect candidate materials via officer candidate info email address
- Review all materials for completeness
- Judge officer candidate materials
- Schedule and complete interviews of officer candidates
- Create rubrics for judging candidate materials and interview
- Create and administer officer candidate test
- Count all voting ballots
- Coordinate and execute campaign rally
- Compile officer winners and deliver to closing session podium

Appendix H-27

Title: Contracted Services Oversight Committee

Purpose: The Contracted Services Oversight Committee will serve as the coordinating body for all Texas BPA contracted services.

Key Responsibilities:

- Collect all bids for contracted services
- Review bids during committee meeting and present at board meeting by the designated date
- Notify winners of the bid process and coordinate contract signing
- Provide signed contracts to the Board Secretary
- Complete annual review for each contracted service and present to board
- Address all areas of concern or performance issues with contracted services
- Monitor progress and performance of contracted services
- Serve as liaison between the board and contracted services

Appendix I E-mail Voting

E-mail voting should not be used for highly sensitive or controversial issues.

- A. The Board Chairman or acting Chairman may call for an e-mail vote if two Board of Directors members agree that a vote is required. The person calling for the vote (hereafter referred to as Chair) must include the following in the e-mail message:
 - 1. List the motion(s). If there is more than one motion in an e-mail vote, the motions should be numbered #1, #2, and so forth.
 - 2. The Chair may include a paragraph or two describing the motion(s).
 - 3. Give the timetable for discussion of the motion(s) identifying the exact ending date and time that discussion will conclude.
 - 4. Give the timetable for voting identifying the exact ending date and time that voting will conclude.
 - 5. Give direction on how to vote. When there is more than one item being voted on, indicate if each item is to be voted separately, as complete block or what is blocked together.
 - 6. List the other two Board members that agreed that a vote is required.
- B. Discussion on the motion(s) to be voted upon will be limited as indicated below.
 - 1. When discussion took place during a previous Board of Directors meeting or a Board of Directors conference call, no less than two business days of discussion will be allowed.
 - 2. On a new motion, no less than four business days will be allowed and must include at least one business day in two different weeks.
- C. Voting
 - 1. All votes are to be sent to the Chair only.
 - 2. The Chair is to keep the original message of all Board of Directors e-mail votes electronically and will bring them to the next official Board of Directors meeting. Following the meeting the Chair may delete the electronic files, if no question on the outcome was brought before the Board.
 - 3. Minimum length of time for members to vote on the motion(s) is five (5) business days.
 - 4. The Chair must inform the entire Board of the outcome of the voting.
 - a. When a quorum of the votes is received by the deadline and the deadline has passed, a listing of each person and how they voted on each motion/set of motions is to be e-mailed out within 48 hours of the deadline. Once the deadline has passed, and the result announced, the result cannot be changed unless a person is appealing the results as stated under Section D below. Even though a majority of the votes may be received before the deadline, voting still is open until the established deadline.
 - b. When a majority of the Board members have not voted by the established deadlines, one of the following steps will be completed.
 - 1) The Chair may extend the deadline two business days in which case an e-mail must be sent to all the members that did not vote with a carbon copy to those that did. The Chair, or his/her designee, may contact Board members that did not vote provided that all these members are contacted in a similar way. When contacting those members that did not vote, no indication of the current status of any of the motion(s) may be given.

Appendix I - Continued

- 2) The Chair may declare the motion failed due to lack of a quorum and must indicate who voted and who did not vote. The Chair may not disclose how any of the Board of Trustees voted.
- D. Board members may appeal the result of the vote if the Chair incorrectly stated their vote.
1. A Board member will have two business days after the result has been announced to send to all Board members an e-mail message indicating that their vote was incorrectly stated.
 2. The Chair must respond within two business days after receiving the appeal and include the following in the e-mail to all Board members:
 - a. Indicate if the vote was correctly stated or not.
 - b. Forward a copy of the member's original e-mail vote.
 - c. The Chair must restate the result of the vote in the updated summary message.
- E. Clarifications
1. Business days are considered Monday through Friday inclusive.
 2. Sundays are the beginning of a week.
 3. Business hours are based on Central Standard Time).
 4. A business day requires a minimum of seven (7) hours (between the hours of 8:00 a.m. and 5:00 p.m. CST).
 5. Amendments to the motion(s) are not allowed.

Appendix J
Proxy Form

This form shall serve as the official proxy form for all state meetings of Business Professionals of America. The completed form must be submitted to the Board Chair and/or State Advisor prior to the meeting in which the proxy will be exercised.

As a member of the _____(Secondary, Associate, Postsecondary, or Middle Level Division), I designate the following individual to exercise my vote and serve in all positions that my position entails for the meeting below.

Name of proxy: _____

Title: _____

E-mail address: _____

Phone: _____

This proxy is for the _____ meeting to be held on _____ and must be presented prior to the meeting coming to order.

Signature

Typed/Printed Name

Date Signed