

# POLICIES AND PROCEDURES HANDBOOK



**Today's students. Tomorrow's business professionals.**

## TEXAS ASSOCIATION

**Adopted by the Board of Directors, June 1999  
Revised July 27, 2017**

### **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	
e. 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 .....	11
Appendix A – Travel Form .....	12
Appendix A-2 – Travel Form Guidelines .....	13
Appendix A-3 – Check Request Form.....	14
Appendix B – Membership Procedures.....	15
Appendix C – Request for Exception to Membership Deadline.....	16
Appendix D – Procedures for Competitive Events .....	17
Appendix D-2 – Awards .....	21
Appendix E – Delegate Code of Conduct.....	22
Appendix F – Grievance Forms.....	23
Appendix G – Policies and Procedures Recommendations/Change Form .....	25
Appendix H1-H26 – Organizational Job Descriptions .....	26
Appendix I – E-Vote Policy.....	52
Appendix J – Proxy .....	55
Appendix K—Conflict of Interest Policy.....	56
Appendix L—Officer Handbooks .....	58

# **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. 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 secretary and a treasurer will be appointed during the July meeting. Newly elected officers will hold office for twelve months beginning at the beginning of the fiscal year. Any officer or member who fails to fulfill their responsibilities as stated in the organizational structure may be removed from the Board 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 ½ the single rate, travel, and meals. (See Appendix A) In the case of shared board positions, only one person's travel will be covered,
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.
18. Board members and staff must disclose any and all potential conflicts of interest. (See Appendix K)
19. Board members will agree to perform their respective key responsibilities as outlined in Appendix H. Board members will sign and date the form and a copy will be kept on file with the chair and secretary.

**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. An online vote will be conducted 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.
  - (h) The Texas Board of Directors reserves the right to remove an RA from their position at any time with or without notice.
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 Committees 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 ½ 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. Funds must be paid within the Region's Fiscal Budget year that runs from September 1<sup>st</sup> to August 31<sup>st</sup>.
  7. Secondary Regional Advisors will submit a financial statement packet which includes the cash flow report, income statement and a copy of the most recent bank statement from the Regional Account with current reconciliation. If Regional accounts are run through school districts, a copy of the activity funds report is requested in lieu of a bank statement. The packet will be submitted to the Secondary Regional Advisory Chair at the September Regional Advisors Meeting with copies being sent to Financial Services. Financial records must be retained for seven (7) years.
  8. Regional Advisors will be responsible for paying leadership camp fees for their Regional President even if their Regional President does not attend as the camp fees and registration costs are reserved and paid in advance. Uniform expenses for Regional Presidents will be paid from the Regional account as outlined in the Officer Handbook.
  9. The Secondary Regional Advisor will include a regional financial statement in their fall mail-out to local advisors.
  10. Communication is key to our success. Regional Advisors are responsible for forwarding emails and correspondence to the advisors in their region within 48 hours. Regional Advisors will add the Secondary Regional Advisory Board Chair and the State Advisor to their mailing list and copy them on all correspondence.

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

Each division will be represented on the State Advisory Committee.

1. The board appointed 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 Advisor's Meeting and all State Advisory Committee meetings.
  - (b) Term of membership will begin and conclude at the completion of the September Regional Advisor's Meeting.
  - (c) The outgoing Advisory Committee member will serve as mentor for incoming Regional Advisors.
  - (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. The State Advisor will handle the elections via email and inform advisors of the outcome.
  - (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](http://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 to coordinate 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. The Treasurer must approval all expenditures prior to Financial Services disbursement of funds.
- D. Financial reports will be submitted at regular Board meetings by the contracted financial service on a quarterly basis.
- E. A CPA will be engaged to perform an annual audit and the 990 tax return.
- F. Reimbursement for eligible expenses will require original invoices or receipts. The Board of Directors must approve any exception to this policy.
- G. Any total reimbursed expense exceeding \$500 over the approved budget must be pre-approved by the Treasurer (Board Chair if Treasurer is not available); any expenditure exceeding \$1,000 over the approved budget must be approved by the Board of Directors.
- H. To ensure and comply with federal grant process, drawdown requests to TEA to claim expenditures for reimbursement of federal funding grant awards will not exceed the total amount of expenditures recorded in the general ledger for the amount which will be paid out within 3 business days once the reimbursement payment is received from TEA.

### **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. Completed chapter membership roster.
    - b. A letter explaining the situation and identifying the reason for late payment of dues signed by the chapter advisor and the school principal.
    - c. 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 adhere to dress code guidelines.
- D. Chapter advisors will enforce dress code guidelines.
- E. Chapter advisors are accountable for the conduct of their students.
- F. At all levels of competitive events and 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 Program 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. Advisors should retain judges to ensure that judged events do not end in a tie and that final rankings are approved.
  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 career and technology 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. Virtual Member**

Texas Business Professionals of America has chartered statewide virtual chapters for Secondary, Post-Secondary and Middle Level membership. These chapters were chartered to allow for members who do not have access to traditional chapters at their school and would like to participate. Interested students can contact the State Advisor to obtain registration information. Texas Virtual Chapters will function as an independent chapter. Students will have the same membership options and opportunities including participating in BPA Cares, Torch Awards, online coursework, competitions and other rights of members.

**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.



1. All bid requests will be posted on the Texas BPA Website ([www.texasbpa.com](http://www.texasbpa.com)). Bids will be submitted to the specified person on the bid request per the published deadline.
  2. Specified person will send the bid request to the Contracted Services Committee for review.
  3. Contracted Services will send recommendations to the Board of Directors for final approval.
  4. Contracted Services Committee Chair will notify all parties involved of decision made by the Board of Directors and will collect and distribute all signed contracts. Copies of signed contracts will be sent to the Executive Committee, Financial Services representative and the State Advisor.
- C. Board members must resign their position prior to submitting a bid for any contracted position.
  - D. Beginning September 1, 2016, contracts will be offered for a three-year term with option for review at yearly intervals and quarterly reports being submitted to the Contracted Services Oversight Committee.
  - E. Each service will comply with operational procedures as prescribed by the Board.
  - F. The individual or representative providing the services will report directly to the Contracted Services Oversight Committee at the quarterly Board of Directors Meeting.
  - G. Budgeted amount is maximum allowable expense. Every effort by the contracted services provider should be made to expend the minimum amount possible.
  - H. 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 over the approved budget must be pre-approved by the Treasurer (Board Chair if Treasurer is not available); any expenditure exceeding \$1,000 over the approved budget must be approved by the Board of Directors.

## 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, State Board of Directors member, 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, Grievance Committee, and Board of Directors. (See Section XII--Grievance Committee)
- D. All conference participants must meet no pass-no play eligibility guidelines.
- E. Conference attendees **MUST** stay in the conference hotel. There is a two-night minimum. **Please note that any rooms cancelled after the posted deadline will result in a one night's room charge.** Please inform the hotel at least seven days in advance if you need to change your reserved departure date; otherwise, there will be an early check-out fee. 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.

## 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. Texas will award Statesman of the Year to the student who has the highest number of Torch points submitted.
  - 4. National Award—Ambassador: Follow the guidelines as outlined in the BPA Cares Handbook found on the BPA website ([www.bpa.org](http://www.bpa.org)).
- B. Texas BPA Cares Award: Will be awarded to the school that applies for the most recognition(s) in the National BPA Cares Program.
- C. Distinguished Administrator Service Awards
  - 1. A maximum of two awards will be given annually at the State Leadership Conference.
  - 2. Nominee must be an administrator or superintendent.
  - 3. Nomination must come from a current Texas BPA advisor.
  - 4. Nomination form may be downloaded from Texas BPA website:  
[www.texasbpa.com](http://www.texasbpa.com)
  - 5. 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.
- D. Outstanding Local Advisor Awards
  - 1. One Advisor from each area will be honored at State Leadership Conference.
  - 2. Nominees must be a current BPA advisor.
  - 3. Nomination must come from a current Texas BPA student or advisor.
  - 4. Nomination form may be downloaded from Texas BPA website:  
[www.texasbpa.com](http://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 immediately after the perceived violation and submit it to conference headquarters. Grievances filed in regards to competitive events must be submitted prior to the close of the event and before finals and awards are announced. 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 member with no candidates running will be appointed.
- 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 Scholarship 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 Executive Committee, Financial Services representative and the State Advisor. The committee is responsible for 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  
BOARD EXPENSE REPORT and 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"	

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. Texas BPA will pay reimburse Board travel expenses with the following stipulations:
  - a. Texas BPA will pay for either flight expenses or mileage, whichever is the least amount.
  - b. Alternative ground transportation needs prior approval by the board.
  - c. Mileage reimbursement is per the Federal POV mileage reimbursement rate if you travel by car. Attach shortest route for mileage guide.
  - d. 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.
  - e. Receipts must accompany any requests for reimbursement under “Other Traveling Expenses.” (Ex: tolls, parking expenses, etc.)
2. 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.
3. 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.\* See IA, 14.
4. The advisor or local district is responsible for the officer’s expenses.
5. Forms must be submitted within two (2) weeks (14 days) after travel to be eligible for reimbursement.
6. 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 Board Treasurer, Kelly Munro at [munrok@friscoisd.org](mailto:munrok@friscoisd.org) and include this form with a copy with your receipts.\* Place the originals in the mail to Stefni Kueht, 506 S. Mechanic, Weimar, Texas 78962.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Approved by Board Member

For Office Use Only:  
Approval Date: \_\_\_\_\_ 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:       Business Professionals of America  
  NATIONAL CENTER  
  P.O. Box 729  
  Westerville, Ohio 43086

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. Charter registration form may be found on national website: [www.bpa.org](http://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 one Secondary Chapter and Associate Chapter. Within the same class or classes an advisor may have both Secondary and Associate. The Associate members can compete at the State Leadership Conference in the Associate Division and twenty (20) 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. They may participate at the Regional Leadership Conference to prepare for the State Leadership Conference. Local advisors may set qualification standards.

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

	Secondary	Associate	MiddleLevel	Post-Secondary
State	\$ 8.00	\$ 7.00	\$6.00	\$7.00
National	<u>14.00</u>	<u>11.00</u>	<u>10.00</u>	<u>14.00</u>
Total	22.00	18.00	16.00	21.00

## **TEXAS ASSOCIATE DIVISION OPPORTUNITIES**

Students who are identified as Special Populations have the option to be registered as a member of the Associate division. This division provides the opportunity for these students to participate in events and competition. While not all events are offered in this division, it does provide for a smaller group of competitors. Advisors may have a Secondary and Associate chapter at the same time. For more information about setting up an Associate chapter, contact the State Advisor.

### **STUDENT IDENTIFICATION OF 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. Individuals with disabilities
2. Individuals from economically disadvantaged families, including foster children
3. Individuals preparing for non-traditional fields
4. Single parents, including single pregnant women
5. Displaced homemakers
6. Individuals with limited English proficiency.

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

**\*\*NOTE:** Students in any division or level with IEP, 504 or other accommodations or special needs can request assistance and BPA will modify or accommodate as needed. For example, large print, small group, readers, transcribers, etc. BPA works to give all students the opportunity to be successful.

Appendix C

**BUSINESS PROFESSIONALS OF AMERICA—TEXAS ASSOCIATION**  
**REQUEST FOR EXCEPTION TO MEMBERSHIP DEADLINE**

Advisor \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

Student(s) \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments:        Completed Request for Exception to Membership Form  
                         Completed chapter membership roster  
                         Explanation letter signed by principal and advisor

Email the completed attachments by February 15<sup>th</sup>, to Diana Weber, State Advisor at [mrsweberbpa@gmail.com](mailto:mrsweberbpa@gmail.com). Contact the State Advisor if you need assistance.

**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 events, 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
4. **Effective with the 2012-13 membership year, hybrid teams will no longer be allowed.**
5. Registration for all events must be submitted 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 or add a team member in team events.
  - c) National: same as on the state level
  - d) In a team competition, a team member can be substituted between RLC, SLC, and NLC as long as at least one original team member remains on the team throughout the conferences
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 four finalists in each non-judged, non-team event
  - b) Top two finalists in 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 or nine entries in each event will be presented an award depending on finals.
3. Associate Division: Students in the following competitive events are designated to advance to the national level:
  - a) Fundamental Accounting
  - b) Fundamental Word Processing Skills
  - c) Fundamental Desktop Publishing
  - d) Advanced 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

#### 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) Presentation Management Team
- d) Web Site Design Team
- e) Prepared Speaking
- f) Extemporaneous Speech
- g) Graphic Design Promotion
- h) Introduction to Video Production Team
- i) Financial Literacy
- k) Entrepreneurship Exploration
- l) Administrative Support 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 three 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. If extenuating circumstances do not allow for the competition to be scheduled during these dates, contact the Regional Advisory Chair PRIOR to scheduling for approval.

### 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](http://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 attire that meets the published BPA dress code 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/Time: \_\_\_\_\_

Advisor Cell Phone Contact Number: \_\_\_\_\_

School \_\_\_\_\_

Student(s) \_\_\_\_\_

**Nature of Grievance (Indicate area being addressed)**

- Competitive Events                       Dress Code (not related to competitive events)  
 Organizational Code of Ethics             Code of Conduct                       Discrimination  
 Other: \_\_\_\_\_

Grievance: (Attach additional pages as needed. List facts only. Provide as much information as possible.) You will be contacted when the grievance committee has reviewed your report.

---

---

---

---

---

---

---

---

---

---

Action by Grievance Committee: \_\_\_\_\_

---

---

---

---

---

\_\_\_\_\_  
Regional Advisor

\_\_\_\_\_  
Chapter Advisor

\_\_\_\_\_  
Chapter Advisor

\_\_\_\_\_  
Time received

\_\_\_\_\_  
Time reviewed





**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
- Maintain membership in Texas BPA

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

If you agree to these responsibilities, please sign below.

I understand the expectations required of the position of Board Area Representative of Business Professionals of America, Texas Association as stated above, and agree to fulfill these responsibilities and will abide by the policies and procedures stated in the Business Professionals of America, Texas Association Policies & Procedures Handbook. All documents and materials generated in my role as Board Area Representative, either on paper or electronically produced, are property of Business Professionals of America, Texas Association, and I will follow established procedures for passing this information to my successor at the end of my term.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix H-2

### **Title: Board Business Representative**

#### Key Responsibilities:

- Serves as member of Contracted Services Oversight Committee
- Serve as member of Officer Election Committee
- Provide business perspective at board meetings
- Utilize existing business network to solicit support and sponsorships for BPA
- Attend all board meetings and SLC
- Complete State Leadership Conference duties as assigned by Chair
- Maintain membership as Professional Member or Alumni Member of BPA.

#### 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

If you agree to these responsibilities, please sign below.

I understand the expectations required of the position of Board Business Representative of Business Professionals of America, Texas Association as stated above, and agree to fulfill these responsibilities and will abide by the policies and procedures stated in the Business Professionals of America, Texas Association Policies & Procedures Handbook. All documents and materials generated in my role as Board Business Representative, either on paper or electronically produced, are property of Business Professionals of America, Texas Association, and I will follow established procedures for passing this information to my successor at the end of my term.

---

Signature

---

Date

## 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
- Receive and distribute Regional Officer packets to State Officer Coordinator
- Complete State Leadership Conference duties as assigned by Chair
- Maintain all Texas Officer Candidate Handbooks—Have draft ready for Board approval at the September meeting. Finalized to be posted online before October 1.
- Attend all board meetings and SLC
- Maintain membership as a Post-Secondary member of BPA
- Attempt to establish a Post-Secondary chapter at their school
- Responsible for posting and maintaining all social media in a timely manner

#### Key Performance Measures:

- Attends at least 3 board meetings per year
- Responsible for State/National Officer Elections process

#### 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

If you agree to these responsibilities, please sign below.

I understand the expectations required of the position of Student Board Representative of Business Professionals of America, Texas Association as stated above, and agree to fulfill these responsibilities and will abide by the policies and procedures stated in the Business Professionals of America, Texas Association Policies & Procedures Handbook. All documents and materials generated in my role as Student Board Representative, either on paper or electronically produced, are property of Business Professionals of America, Texas Association, and I will follow established procedures for passing this information to my successor at the end of my term.

---

Signature

---

Date

**Title: Board Student Representative in Training**

Key Responsibilities:

- Serves on Officer Election Committee
- Shadows Student Board Representative
- Represents views of student members
- Supports State Officer Coordinator as needed
- Receive and distribute Regional Officer packets to State Officer Coordinator
- Complete State Leadership Conference duties as assigned by Chair
- Maintain all Texas Officer Candidate Handbooks—Have draft ready for Board approval at the September meeting. Finalized to be posted online before October 1.
- Attend all board meetings and SLC
- Maintain membership as a Post-Secondary member of BPA
- Attempt to establish a Post-Secondary chapter at their school
- Responsible for posting and maintaining all social media in a timely manner

Key Performance Measures:

- Attends at least 3 board meetings per year
- Responsible for State/National Officer Elections process

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

If you agree to these responsibilities, please sign below.

I understand the expectations required of the position of Student Board Representative In-Training of Business Professionals of America, Texas Association as stated above, and agree to fulfill these responsibilities and will abide by the policies and procedures stated in the Business Professionals of America, Texas Association Policies & Procedures Handbook. All documents and materials generated in my role as Student Board Representative In Training, either on paper or electronically produced, are property of Business Professionals of America, Texas Association, and I will follow established procedures for passing this information to my successor at the end of my term.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**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 non-voting member on the State Board of Directors
- Must attend all Board meetings
- Complete State Leadership Conference duties as assigned by Chair
- Maintain membership in the Secondary Division

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

If you agree to these responsibilities, please sign below.

I understand the expectations required of the position of Secondary Advisory Committee Chair of Business Professionals of America, Texas Association as stated above, and agree to fulfill these responsibilities and will abide by the policies and procedures stated in the Business Professionals of America, Texas Association Policies & Procedures Handbook. All documents and materials generated in my role as Secondary Advisory Committee Chair, either on paper or electronically produced, are property of Business Professionals of America, Texas Association, and I will follow established procedures for passing this information to my successor at the end of my term.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**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 non-voting member on the State Board of Directors
- Must attend all Board meetings
- Complete State Leadership Conference duties as assigned by Chair
- Responsible for administration of Associate level competitions at SLC
- Maintain membership in Texas BPA

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

Term:

3 year term; Appointed by the Board

Reporting Relationship:

Reports to: The Board of Directors

If you agree to these responsibilities, please sign below.

I understand the expectations required of the position of Associate Division Chair of Business Professionals of America, Texas Association as stated above, and agree to fulfill these responsibilities and will abide by the policies and procedures stated in the Business Professionals of America, Texas Association Policies & Procedures Handbook. All documents and materials generated in my role as Associate Division Chair, either on paper or electronically produced, are property of Business Professionals of America, Texas Association, and I will follow established procedures for passing this information to my successor at the end of my term.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**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 non-voting member on the State Board of Directors
- Must attend all Board meetings
- Complete State Leadership Conference duties as assigned by Chair
- Maintain membership in Texas BPA
- Maintain Post-Secondary Texas Virtual Chapter
- Responsible for administration of Post-Secondary level competitions at SLC

Key Performance Measures:

- Attends at least 3 board meetings per year

Competencies:

- Working knowledge of competitive events

Term:

3 year term; Appointed by the Board

Reporting Relationship:

Reports to: The Board of Directors

If you agree to these responsibilities, please sign below.

I understand the expectations required of the position of Post Secondary Division Chair of Business Professionals of America, Texas Association as stated above, and agree to fulfill these responsibilities and will abide by the policies and procedures stated in the Business Professionals of America, Texas Association Policies & Procedures Handbook. All documents and materials generated in my role as Post Secondary Division Chair, either on paper or electronically produced, are property of Business Professionals of America, Texas Association, and I will follow established procedures for passing this information to my successor at the end of my term.

---

Signature

---

Date

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 non-voting member on the State Board of Directors
- Must attend all Board meetings
- Complete State Leadership Conference duties as assigned by Chair
- Maintain membership in Texas BPA

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

If you agree to these responsibilities, please sign below.

I understand the expectations required of the position of Middle Level Division Chair of Business Professionals of America, Texas Association as stated above, and agree to fulfill these responsibilities and will abide by the policies and procedures stated in the Business Professionals of America, Texas Association Policies & Procedures Handbook. All documents and materials generated in my role as Middle Level Division Chair, either on paper or electronically produced, are property of Business Professionals of America, Texas Association, and I will follow established procedures for passing this information to my successor at the end of my term.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Title: Board Chair**

Key Responsibilities:

- Creates and send out agenda to the Board of Directors
- Signs contracts for the contracted services and keeps copies
- Forwards signed contracts and bids to Executive Committee and Financial Officer
- Presides over Board of Directors
- Appoints committees
- Complies with constitution and policy
- Serves as Ex-officio member on all committees
- Ensures that structures and procedures are in place for securing the resources required by the organization
- Communicates Board information with the membership
- Conducts board business effectively and efficiently
- Assigns board duties at State Leadership Conference
- Appoints the Treasurer
- Maintain membership in Texas BPA
- Support incoming Board Chair as requested

Competencies:

- Experience as a BPA 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, elected at July meeting to assume duties as Chair at the beginning of the fiscal year.

Reporting Relationship:

Reports to: Board of Directors

If you agree to these responsibilities, please sign below.

I understand the expectations required of the position of Board Chair of Business Professionals of America, Texas Association as stated above, and agree to fulfill these responsibilities and will abide by the policies and procedures stated in the Business Professionals of America, Texas Association Policies & Procedures Handbook. All documents and materials generated in my role as Board Chair, either on paper or electronically produced, are property of Business Professionals of America, Texas Association, and I will follow established procedures for passing this information to my successor at the end of my term. After my term has expired, I agree to serve in a supporting role as requested by newly elected Board Chair.

---

Signature

---

Date

**Title: Board Secretary**

Key Responsibilities:

- Keep a complete and accurate account and e-file of procedures of the board's business meetings including copies of contracts and committee reports
- 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 Board
- Answer all correspondence and file correspondence for future reference
- Maintains board information lists
- Maintain copies of constitution, bylaws, and policies and procedures and updates as approved
- Complete State Leadership Conference duties as assigned by Chair
- Coordinate awards process and notify winners for Distinguished Administrator and Outstanding Advisor
- Maintain membership in Texas BPA

Competencies:

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

Term:

One year, elected at July meeting to assume duties as Secretary at beginning of fiscal year.

Reporting Relationship:

Reports to: Board of Directors

If you agree to these responsibilities, please sign below.

I understand the expectations required of the position of Board Secretary of Business Professionals of America, Texas Association as stated above, and agree to fulfill these responsibilities and will abide by the policies and procedures stated in the Business Professionals of America, Texas Association Policies & Procedures Handbook. All documents and materials generated in my role as Secretary, either on paper or electronically produced, are property of Business Professionals of America, Texas Association, and I will follow established procedures for passing this information to my successor at the end of my term. After my term has expired, I agree to serve in a supporting role as requested by newly elected Board Chair.

---

Signature

---

Date

**Title: Board Treasurer**

Key Responsibilities:

- Chair Finance Committee
- Review all financial transactions
- Draft initial proposed budget
- Present committee recommended budget to board
- Complete State Leadership Conference duties as assigned by Chair
- Obtain copies of all bids and contracts
- Maintain membership in Texas BPA

Competencies:

- Experience as a BPA Board Member
- Understanding financial planning and budgeting
- Spreadsheet skills

Term:

Appointed by Board Chair. Term to begin at the beginning of the fiscal year.

Reporting Relationship:

Reports to: Board of Directors

If you agree to these responsibilities, please sign below.

I understand the expectations required of the position of Board Treasurer of Business Professionals of America, Texas Association as stated above, and agree to fulfill these responsibilities and will abide by the policies and procedures stated in the Business Professionals of America, Texas Association Policies & Procedures Handbook. All documents and materials generated in my role as Board Treasurer, either on paper or electronically produced, are property of Business Professionals of America, Texas Association, and I will follow established procedures for passing this information to my successor at the end of my term. After my term has expired, I agree to serve in a supporting role as requested by newly appointed Board Treasurer.

---

Signature

---

Date

**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, RAs& advisors on competitive events, updates from nationals, and questions
- Assist in HQ at SLC
- Handle all paperwork for Texas National Officer Candidates
- Attend State Association Advisory Council (SAAC) 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
- Serves as liaison to Webmaster for posting information and updating Texas website
- Maintain copies of all bids and contracts
- Maintain membership in Texas BPA

**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

**State Advisor Duties (continued)**

Reporting Relationship:

Reports to: Board of Directors; Contracted Services Oversight Committee

If you agree to these responsibilities, please sign below.

I understand the expectations required of the position of State Advisor of Business Professionals of America, Texas Association as stated above, and agree to fulfill these responsibilities and will abide by the policies and procedures stated in the Business Professionals of America, Texas Association Policies & Procedures Handbook. All documents and materials generated in my role as State Advisor either on paper or electronically produced, are property of Business Professionals of America, Texas Association, and I will follow established procedures for passing this information to my successor at the end of my term. After my term has expired, I agree to serve in a supporting role as requested by newly appointed State Advisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**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 eligibility and compliance with requirements for Perkins grant funds as established in the funding agreement with TEA
- Provide administrative leadership with the Board of each CTSO to ensure 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 Texas Education Agency

Reporting Relationship:

Reports to Board Chair and State Advisor

If you agree to these responsibilities, please sign below.

I understand the expectations required of the position of TEA Board Representative of Business Professionals of America, Texas Association as stated above, and agree to fulfill these responsibilities and will abide by the policies and procedures stated in the Business Professionals of America, Texas Association Policies & Procedures Handbook. All documents and materials generated in my role as TEA Board Representative, either on paper or electronically produced, are property of Business Professionals of America, Texas Association, and I will follow established procedures for passing this information to my successor at the end of my term.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**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
- 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
- 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, and graders
- 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 Board Chair to forward copies to Executive Committee

**Competencies:**

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

**Term:**

Contract year from August 1 through July 3. Beginning September 1, 2016, contracts will be offered for a three year term with option for review at yearly intervals and quarterly reports being submitted to the Contracted Services Oversight Committee.

**Reporting Relationship:**

Reports to: Contracted Services Oversight Committee

**Title: Competitive Events Judges Coordinator**

Key Responsibilities:

- Recruit the 220 business people for all judges events
- Coordinate 30 backup judges for each judged time slot
- Coordinate with state Competitive Events Coordinator progress throughout the recruitment process
- Coordinate pre-submits to be technically scored
- Recruit, compile, schedule and coordinate judges for SLC
- Oversee judges' orientation during SLC
- Compile and export judges sign in for future database
- Provide the judges orientation/briefing meeting to include all information necessary to judge competently and effectively

Key Performance Measures:

- Contractor will incur mailing costs for promotional materials & confirmation letters. Promotional materials & confirmation letters will be supplied by Texas BPA.
- Contractor will confirm that all judges are secured to Texas BPA by February 20.
- Contractor will provide monthly updates to Competitive Events Coordinator starting November 2.
- Contractor will provide weekly updates to Competitive Events Coordinator starting January 11.
- Contractor will recruit judges based on skill needs list provided by Texas BPA.

Competencies:

- Working knowledge of BPA competitive events
- Strong oral and written communication skills
- Established connections to recruit judges
- Experience with event and schedule coordination
- Positive and friendly people skills

Term:

Contract year for September 1 through completion of SLC. Beginning September 1, 2016, contracts will be offered for a three year term with option for review at yearly intervals and quarterly reports being submitted to the Contracted Services Oversight Committee.

Reporting Relationship:

Reports to: Contracted Services Oversight Committee

**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
- Plan and coordinate the state officers participating at the Day at the Capital joint CTSO event during CTE week
- 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 Contracted Services 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 Board Chair to forward copies to Executive 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:

Contract year begins immediately following SLC until end of following SLC. Beginning September 1, 2016, contracts will be offered for a three year term with option for review at yearly intervals and quarterly reports being submitted to the Contracted Services Oversight Committee.

Reporting Relationship:

Reports to: Contracted Services Oversight Committee

**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

**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 Board Chair to forward copies to Executive Committee

**Competencies:**

- Strong written communication skills
- Website development experience

**Term:**

Contract year from August 1 through July 31. Beginning September 1, 2016, contracts will be offered for a three year term with option for review at yearly intervals and quarterly reports being submitted to the Contracted Services Oversight Committee.

**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 Board Chair to forward copies to Executive Committee

Competencies:

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

Term:

Contract year from August 1 through July 31. Beginning September 1, 2016, contracts will be offered for a three year term with option for review at yearly intervals and quarterly reports being submitted to the Contracted Services Oversight Committee.

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 Board Chair to forward copies to Executive Committee

Competencies:

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

Term:

Contracted year from September 1 through August 31. Beginning September 1, 2016, contracts will be offered for a three year term with option for review at yearly intervals and quarterly reports being submitted to the Contracted Services Oversight Committee.

Reporting Relationship:

Reports to: Contracted Services Oversight Committee

**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 Board Chair to forward copies to Executive Committee

**Competencies:**

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

**Term:**

Contract year from September 1 through August 31. Beginning September 1, 2016, contracts will be offered for a three year term with option for review at yearly intervals and quarterly reports being submitted to the Contracted Services Oversight Committee.

**Reporting Relationship:**

Reports to: Contracted Services Oversight Committee



**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 Board Chair to forward copies to Executive Committee
- 

**Competencies:**

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

**Term:**

Contract year beginning immediately following SLC until the end of the following SLC. Beginning September 1, 2016, contracts will be offered for a three year term with option for review at yearly intervals and quarterly reports being submitted to the Contracted Services Oversight Committee.

**Reporting Relationship:**

Reports to: Contracted Services Oversight Committee

**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

**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
- Arrange for interviews of finalists
- Determine winners of each scholarship
- Provide details of winners for placement in SLC scripts
- Provide contact information for all scholarship recipients to Board Treasurer

**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

**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:

- Student Board Representative will serve as Chair of this committee
- 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
- Evaluate officer candidate speeches
- Count all voting ballots
- Coordinate and execute campaign rally
- Compile officer winners and deliver to closing session podium

**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 Executive Committee, Financial Services representative and the State Advisor.
- 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.



- 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 Texas Board of Directors, 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



Today's students.  
Tomorrow's business professionals.

## Business Professionals of America, Texas Association Conflict of Interest Policy

In their capacity as board members, officers, and key employees, the individual leaders of Business Professionals of America, Texas Association must always act in the best interests of the organization they represent.

### **1. What Is a Conflict of Interest?**

A conflict of interest may arise in any circumstance that may compromise the ability of a board member, officer, or key employee to make unbiased and impartial decisions on behalf of Business Professionals of America, Texas Association. Such circumstances may involve family relationships, business transactions, professional activities, or personal affiliations.

The Board of Directors of Business Professionals of America, Texas Association require all board members, officers, and key employees to complete and submit an annual "Statement of Disclosure" detailing any facts or circumstances that might constitute a conflict of interest. The Board of Directors further requires board members, officers, and key employees to submit an amended "Statement of Disclosure" to reflect any material changes or additions to the submitted information that may arise during the course of the year. Officers, board members, and key employees are encouraged to err on the side of disclosure and to report any set of circumstances that may appear to pose a conflict of interest, even if there is uncertainty as to whether such circumstances should be disclosed.

### **2. How Are Conflicts of Interest Identified?**

The Finance Committee of Business Professionals of America, Texas Association, will review each "Statement of Disclosure" for any set of facts or circumstances that may reflect an actual, potential, or apparent conflict of interest. The Finance Committee may request the assistance of legal counsel and/or an independent auditing firm to identify potential conflicts. When evaluating a particular set of facts or circumstances, the Finance Committee shall consider the following non-exhaustive list of factors that may indicate a conflict of interest:

- Solicitation or acceptance of gifts or other items of value that may create an appearance or expectation of special treatment from Business Professionals of America, Texas Association;
- Any incident of abuse or misuse of a leadership position for personal or third-party gain or benefit;
- Situations in which a board member, officer, or key employee may be divided between personal interests or the interests of another organization and the best interests of Business Professionals of America, Texas Association;
- Business, professional, or other activities that would materially and adversely affect Business Professionals of America, either directly or indirectly; and,
- Any arrangement in which a trustee, officer, or key employee provides goods or services to Business Professionals of America as a paid vendor.

The Finance Committee may request additional information from any board member, officer, or key employee at any time; however, no individual whose relationships or activities are under review may participate in deliberations, debate, or any vote of the Finance Committee while such review is pending.

### **3. How Are Conflicts of Interest Resolved?**

If the Finance Committee identifies an actual, potential, or apparent conflict of interest, it may take one of the following actions to resolve such conflict:

- **Waive** the conflict of interest as unlikely to affect the board member's, officer's, or key employee's ability to act in the best interests of the organization;
- Determine that the individual board member, officer, or key employee should be **recused** from all deliberation and decision-making related to the particular transaction or relationship that gives rise to the conflict of interest. This course of action should apply particularly when the transaction or relationship is one which presents a conflict only with respect to one or two discrete programs or activities; or
- Determine that the individual board member, officer, or key employee must **resign** from his or her service to Business Professionals of America, Texas Association. This course of action should apply when the conflict of interest is so pervasive that the board member, officer, or key employee would likely seldom, if ever, be able to act solely in the best interests of the organization.

The Board of Directors of Business Professionals of America, Texas Association reserves final authority over the resolution of all conflicts of interest involving a board member, officer, or key employee of Business Professionals of America. The Business Professionals of America, Texas Association Board of Directors may overrule any decision of the Finance Committee with regards to any actual, potential, or apparent conflict of interest, and the Finance Committee may refer any such matter to the Board of Directors at any time.

#### **4. May Board Members and Officers Do Business with Business Professionals of America?**

A conflict of interest exists any time a board member, officer, or key employee seeks to enter into a business relationship with Business Professionals of America, Texas Association. Similar conflicts may arise through family members or through organizations in which board members, officers, or key employees serve in a leadership, employment, or ownership capacity.

Such conflicts do not, however, necessarily preclude business relationships with Business Professionals of America, Texas Association. The following procedure is designed to resolve conflicts of interest whenever a board member, officer, key employee, or a related party, seeks to provide goods or services to Business Professionals of America, Texas Association as a paid vendor, or solicits a contractual relationship with Business Professionals of America, Texas Association:

- The board member, officer, or key employee must promptly disclose the intent to enter into a business relationship with Business Professionals of America, Texas Association, either to the Finance Committee, the Board of Directors, or both.
- The board member, officer, or key employee must recuse himself or herself from all deliberation, debate, and/or voting related to the contemplated business relationship.
- If the value of the transaction exceeds \$5,000, Business Professionals of America, Texas Association must solicit proposals or applications from a broad range of other qualified candidates for the agreement or contract under consideration.
- The Business Professionals of America, Texas Association Board of Directors must determine, without the presence or participation of the board member, officer, or key employee under review, that the transaction is fair and in the best interest of Business Professionals of America, Texas Association.
- If the Business Professionals of America, Texas Association Board of Directors approves the business relationship under consideration, the director, officer, or key employee may not participate in any process by which his or her performance as a vendor, or recipient is evaluated, or in any such evaluation of a related party.



Today's students.  
Tomorrow's business professionals.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**Business Professionals of America, Texas Association  
Statement of Disclosure**

As a board member, officer, or key employee of Business Professionals of America, Texas Association, I understand that I am obligated to disclose the existence of any facts or circumstances that may constitute a conflict of interest, as the term is defined in the Business Professionals of America, Texas Association Conflict of Interest Policy. (Check all that apply and provide information requested.)

I have the following interests in third parties providing goods and services to Business Professionals of America, Texas Association:

\_\_\_\_\_

I serve in a leadership capacity, have a significant investment, or own at least a one percent interest in the following entities or organizations that may have conflicting interests with those of Business Professionals of America, Texas Association, or take public positions contrary to those of Business Professionals of America, Texas Association:

\_\_\_\_\_

I expect to receive compensation from Business Professionals of America, Texas Association in the following amount, not including reimbursement of reasonable expenses:

\_\_\_\_\_

The following members of my family expect to receive some form of compensation or material financial benefit from Business Professionals of America, Texas Association:

\_\_\_\_\_

Outside of my capacity as a board member, officer, or key employee of Business Professionals of America, Texas Association, I have a family relationship or business relationship with the following board member(s), officers, or key employees of Business Professionals of America, Texas Association:

\_\_\_\_\_

I wish to disclose the following additional facts or circumstances:

\_\_\_\_\_

\_\_\_\_\_

I have read the Business Professionals of America, Texas Association, Conflict of Interest Policy in full, and understand that I am required to notify the Business Professionals of America, Texas Association Finance Committee, or the Board of Directors of Business Professionals of America, in the event of any material change to the answers I have provided in this statement.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_