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## Local Chapter Bylaws

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**Business Professionals of America  
Deweyville High School-BPA  
Secondary Division**

### **BYLAWS**

#### **Preamble**

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

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

It is deemed essential that:

- There be an established career and technical student Secondary Division to serve the needs of Secondary level students interested in business, information technology, office occupations, and career related educational programs.
- **Deweyville High School** provide a means for **Secondary Level students** to participate as student members of Business Professionals of America, in order to serve their career and technical educational interests.

#### **Article I. Organizational Name**

The name of this organization shall be “**Deweyville High School-BPA**”

#### **Article II. Purpose**

The purpose of the **Deweyville High School-BPA Secondary Division** shall be:

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



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

### **Article III: Organization**

- The **Deweyville High School-BPA, Secondary Division**, shall be managed by an approved Local Chapter Advisor certified in Career and Technical Education, with support provided by **Deweyville High School** administration.
- The **Deweyville High School-BPA, Secondary Division**, shall follow all policies and procedures as outlined by all National Business Professionals of America governing documents.

### **Article IV: Membership**

- The **Deweyville High School-BPA, Secondary Division**, shall follow the membership year as outlined by National Business Professionals of America, which runs from September 1 through August 31.
- Membership in the **Deweyville High School-BPA** shall consist of **Secondary** members enrolled or interested in a technology-related program of study, with a career objective of gaining employment in a business-related career field.



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- The **Deweyville High School-BPA** shall be open to all students regardless of race, color, religion, national origin or ancestry, age, sex, marital status, creed, sexual orientation, or disability.
- The approved Local Chapter Advisor of **Deweyville High School-BPA** shall set the annual local chapter membership dues for student members.
- By paying dues and becoming a student member of the **Deweyville High School-BPA**, each student member agrees to abide by the guidelines set forth by National Business Professionals of America, as well as any established state and local bylaws, rules and regulations, Code of Conduct, dress codes, and competitive event guidelines.

### **Article V: Leadership**

- The approved Local Chapter Advisor, Leslie Holt, and elected local chapter student officers of the **Deweyville High School-BPA** shall manage the day-to-day operations and overall management of the local chapter.
- The elected chapter officers of the **Deweyville High School-BPA** shall consist of the following positions, which will serve a one (1) year term:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Reporter
  - Historian
  - Parliamentarian (optional)
- The approved Local Chapter Advisor reserves the right to remove a local chapter officer from their elected position, shall the officer fail to:
  - carry out assigned duties.
  - exhibits conduct inappropriate of a local chapter officer.
  - exhibits conduct detrimental to the local chapter officer team.

### **Article VI: Qualifications to Run for Chapter Office**

- To be eligible to run for a Chapter office, chapter members must be currently attending or previously attended Business courses, or are interested in business related career fields as outlined in the bylaws established by the **Deweyville High School-BPA**.



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### **Article VII: Duties of Local Chapter Officers**

#### **General duties shall be expected of all Chapter Officers:**

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

#### **President**

It shall be the duty of the President to preside over all local chapter meetings; establish and appoint members and chairs of appropriate committees; assist these committees as needed; serve as ex-officio, non-voting member of all committees; and perform other duties of a presiding officer, and promote the general welfare of Business Professionals of America and the Deweyville High School-BPA Charter.

Other duties of the President, include:

- Helps the chapter carry out assigned goals.
- Maintains good attendance and is in close contact with fellow officers, chapter members and the advisor.
- Call other officers to chair as necessary and desirable.
- Represent the chapter at special school events.
- Coordinate chapter activities by keeping in close touch with other officers, the membership, and the advisor.
- Keep chapter work moving in a satisfactory manner by following up on progress being made on all activities.
- Assists with financial aspects of the chapter, including creation of budgets, statements and fundraisers.
- Responsible for managing all local chapter social media accounts, responding to all email inquiries and any other communication mediums.
- Has working knowledge of most competitive events in order to properly make suggestions to members on what events may suit them best.
- Organizes and plans speakers to visit the chapter to discuss a wide array of topics pertinent to business, college, etc.



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- Completes and submits all Special Recognition Award applications.
- Supports and reports to the chapter advisor at all times. In presiding over meetings, the President should adhere to the following:
- Arrives before the meeting time to ensure that everything is prepared and ready.
- Always have an agenda for each meeting.
- Calls the meeting to order.
- Follows the agenda and brings up items in their logical order, leading the discussions, preventing members from breaking into series of private conversations.
- Keep members on the subject and the discussion within a time limit.
- Speak clearly and audibly.
- Maintain order within the meeting.
- Summarize what has been said in order to get a decision on a topic.

**Vice President:** It shall be the duty of the Vice President to serve in any capacity as directed by the President or Local Chapter Advisor; accept the responsibilities of the President as occasions may demand; assist in compiling and publishing the Local Chapter Annual Report; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the Deweyville High School-BPA Charter.

Other duties of the Vice President, include:

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

**Secretary:** It shall be the duty of the Secretary to keep an accurate record of all local chapter meetings; promptly submit one (1) printed copy of the minutes and any substantiating reports to



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the Local Chapter Advisor and President of the Deweyville High School-BPA; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the Deweyville High School-BPA Charter.

Other duties of the Secretary, include:

- Keep a membership list and record of attendance at local chapter meetings.
- Call meeting to order in absence of the President and Vice President.
- Read minutes of meetings and call President's attention to any unfinished business.
- Maintains a positive relationship with all members and officers.
- Works on all Communications and Calendar Events.
- Utilizes all available resources to communicate important information to members.
- Count the vote on either side, when a vote is by raising hands or standing, unless tellers have been appointed.
- Collect and record reports of all committees and all written resolutions.

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

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

**Treasurer:** It shall be the duty of the Treasurer to keep accurate records of all financial transactions conducted by the local chapter; provide a financial report at each local chapter meeting; work closely with the President and Local Chapter Advisor on fundraising initiatives; and promote the general welfare of Business Professionals of America and the Deweyville High School-BPA Charter.

Other duties of the Treasurer, include:

- Serve as chairman of the Finance Committee.
- Help plan the chapter budget for the year.
- Explain the proposed budget to the officers and the members.
- Protect the financial reputation of the local chapter by ensuring financial obligations are met promptly.



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- Actively pursue opportunities to earn money for local chapter. Appendix IV: Sample Officer Roles and Responsibilities Chapter Handbook Appendix IV To download a Microsoft Word or PDF version visit: [members.bpa.org](http://members.bpa.org)
- All matters concerning money and finances are kept confidential (on a need-to-know basis).
- Maintains accurate records of expenses and revenue for every activity involving money.
- Confidentially informs members regarding their account balance status.
- Works directly with advisor to manage chapter finances.

**Reporter:** It shall be the duty of the Reporter to prepare and submit the organization's news to all news media; serve as the public relations liaison between the local chapter and the state association; compile local chapter activity news for the school newsletter; and work closely with the President and Local Chapter Advisor to promote all chapter activities and the general welfare of Business Professionals of America and the Deweyville High School-BPA Charter.

**Historian:** It shall be the duty of the Historian to document and submit all historical events such as conferences, meetings, etc.; compile local activities for the Local Chapter Scrapbook; be available for promoting the general welfare of chapter meetings; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the Deweyville High School-BPA Charter.

Other duties of the Historian, include:

- Prepare news notes and articles for publication or broadcast.
- Send news notes to local or state reporters.
- Assist in maintaining a chapter bulletin board.
- Supply material for chapter reports.

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

## **Article VIII: State Conference Participation**



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Deweyville High School-BPA encourages all members to maintain good attendance status. If a student falls below the allowable state required attendance rule the student will not be eligible to attend the current school year's State Conference.

- The approved Local Chapter Advisor reserves the right to remove a local chapter member from State Conference participation, shall the member:
  - have one or more unexcused absences.
  - have any discipline referrals resulting in ISS or DAEP placement.
  - exhibits conduct detrimental to the local chapter team.

### **Acknowledgement**

**As a Deweyville High School-BPA Officer and/or member, I do hereby acknowledge that I have received and read the Deweyville High School-BPA Bylaws and I understand that Officer position/membership/and Conference participation are all based on my current school year's attendance and conduct.**

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**Student Name**

**Date**