

**BUSINESS PROFESSIONALS OF AMERICA  
MICHIGAN ASSOCIATION  
CONSTITUTION AND BYLAWS  
POSTSECONDARY DIVISION**

**Preamble**

With the identification of business and office education programs, it has become necessary to provide leadership experiences in vocational education.

Leadership development through student groups can be effective in strengthening vocational education for business and office occupations. It is deemed essential that:

1. A vocational student group be established to serve the needs of those students enrolled in initial, refresher or upgrading business and office education programs.
2. This organization be an identifiable part of vocational education curriculum preparing students for business and office occupations.
3. The organizational pattern facilitates the use of existing student groups as an integral part of the educational pattern for business and office occupations as established in law and regulation.
4. This organization provides a means for individual states to organize their student groups and to participate as members of a national group serving the vocational education needs of students enrolled in office occupation programs.

**Article I - Name**

The name of this organization shall be Business Professionals of America, Post-Secondary and Collegiate Division and shall be referred to as Business Professionals of America, Michigan Association.

**Article II - Objectives**

The primary purpose of this organization will be to serve its members by providing opportunities to improve their leadership and occupational-related skills, to learn to cooperate with colleagues and to unite the future members of the business community in a common cause.

**Article III - Purposes**

The purposes of this organization are:

1. To assist local association members in the growth and development of their purposes.

2. To unite in a common professional bond, without regard to the race, creed, sex, age, national origin or handicap, students enrolled in classes with office employment as their objective.
3. To develop leadership abilities through participation in vocational education, civic, recreational and social activities.
4. To assist students in establishing realistic training and employment objectives.
5. To promote high standards in ethics, workmanship and scholarship.
6. To develop the ability of students to plan together, organize and carry out worthwhile activities and projects through the use of the democratic processes.
7. To foster an understanding of the functions of labor and management organizations in the American free enterprise system.
8. To develop competent, aggressive business and office education leaders.
9. To exercise the ability to work with others in a cooperative effort.
10. To develop and strengthen confidence in themselves and their work.
11. To operate under and practice parliamentary law.
12. To provide satisfactory social and recreational activities, and
13. To foster practical application of business and office education through competition.

#### **Article IV - Organization**

##### **Section A**

The Post-Secondary and Collegiate Division of the Business Professionals of America, Michigan Association is an organization of chartered chapters, each operating in accordance with a charter granted by the Executive Council of Business Professionals of America, Michigan Association and is affiliated with the National Division of Post-Secondary and Collegiate Division.

##### **Section B**

Each chartered chapter of Business Professionals of America, Michigan Association will be responsible for all operational activities within the institution which it represents.

##### **Section C**

The administration of all Business Professionals of America, Michigan Association interest will be vested in the State Executive Council, composed of State Association Officers under the direction of the State Advisor. The officers will be elected annually by the voting delegates of the division. The Council may make recommendations to the Business Professionals of America, Michigan Association Board of Directors which are in the best interest of Business Professionals of America, Michigan Association.

## **Article V - Membership**

### **Section A**

The members of chartered chapters of Post-Secondary and Collegiate within the State of Michigan shall constitute the membership of Michigan Business Professionals of America, Michigan Association. Business Professionals of America members of the individual local chapters shall be enrolled in a secretarial, accounting, data processing, office management or other office career programs at that institution.

### **Section B**

Any Post-Secondary or Collegiate institution in the State of Michigan with business and office education may be chartered as a member of Business Professionals of America, Michigan Association, upon the approval of the Executive Council. Provisions for sanctioning are outlined in the Bylaws of this Constitution.

### **Section C**

Business Professionals of America, Michigan Association Alumni will act in an advisory capacity to assist the Executive Council of the Post-Secondary and Collegiate Division of Business Professionals of America, Michigan Association.

In this capacity they will operate under the direction of the Executive Council. They may not hold elected positions of office within the Post-Secondary and Collegiate Division.

## **Article VI - Voting**

### **Section A**

Chapter members shall exercise their voting privileges through voting delegates at the annual meeting of the Post-Secondary and Collegiate Division of Business Professionals of America, Michigan Association.

### **Section B**

The allocation of voting delegates will be determined each year by the Executive Council and will be set forth annually in the Election Procedures Handbook. This handbook will serve as the

authority for conducting election-related activities at the State Leadership Conference. It is subject to annual review and revision by the Executive Council.

## **Article VII - Meetings**

### **Section A**

An annual officers' training conference will be held each year at a time and place designated by the previous Executive Council.

### **Section B**

The State Leadership Conference will be held each year at a time and place designated by the current Executive Council.

### **Section C**

In order for business to be conducted at a session of a state-wide meeting, representatives from a majority (over one-half) of the currently active chartered chapters must be present and accounted for in the roll call. Any chapter that does not participate in the previous state-wide meeting is considered to be inactive. An active status can be reclaimed by attending a state-wide conference.

## **Article VIII - Parliamentary Authority**

Parliamentary procedure for all meetings of the Post-Secondary and Collegiate, Business Professionals of America, Michigan Association will be governed by Robert's Rules of Order Newly Revised. This authority shall also govern Business Professionals of America, Michigan Association in all cases not covered by this Constitution or its Bylaws.

## **Article IX - State Officers**

### **Section A**

Officers of Post-Secondary and Collegiate Business Professionals of America, Michigan Association shall be elected by a majority vote of the voting delegates at the State Leadership Conference of the Post-Secondary and Collegiate Division and may consist of President, Vice President(s), Secretary, Treasurer, Historian and Parliamentarian. The duties of each officer are set forth in the Bylaws of this Constitution.

### **Section B**

Individuals elected as State Officers at the Annual State Leadership Conference will hold office from the close of one State Leadership Conference until the close of the next State Leadership Conference. No individual may hold a state office in more than one division of Business Professionals of America, Michigan Association at the same time.

## **Section C**

1. If an officer is no longer able to fulfill his/her duties, he/she should submit a written letter of resignation to the State Advisor and the Secretary or President. The officer will be discharged of his/her duties upon the acceptance of his/her resignation.
2. Should the office of President be vacated, the Vice President would assume the duties of the President and the office of Vice President would remain vacant.
3. In the event any other office is vacated, the President would be responsible for distributing that officer's duties among the remaining officers.

## **Article X - Advisors**

### **Section A**

The advisors of any chapter affiliated with Business Professionals of America, Michigan Association will be responsible for that chapter.

### **Section B**

Advisory groups to assist in Business Professionals of America, Michigan Association growth and development may be appointed as deemed necessary by the Executive Council.

## **Article XI - Finances**

### **Section A**

Chartered chapters will be responsible for collecting and submitting state and national dues to the State Treasurer at designated times during the year according to the number of individual members claimed in membership times the amount of dues established for the state and national levels.

### **Section B**

The State Advisor will have authority to appropriate state funds for the necessary operating supplies, officer expenses and conference-related expenses, as they see fit, to best benefit the organization.

## **Article XII - Colors and Emblem**

### **Section A**

The colors of this organization are Navy Blue, Red and Tan.

### **Section B**

The official Business Professionals of America, Michigan Association emblem is a Navy Blue, Red and Tan shield.

### **Article XIII - Amendments**

#### **Section A**

To amend the Constitution, the proposed amendment must be presented in writing by the member proposing the amendment or revision to the chapters composing the Post-Secondary and Collegiate Division of Business Professionals of America, Michigan Association at least thirty (30) days prior to a state meeting.

#### **Section B**

The members' chapter advisor or their appointee and the President of the Post-Secondary and Collegiate Division of Business Professionals of America, Michigan Association are responsible for making the proposed amendment known immediately to the Executive Council which must consider the proposed amendment or revision during its next meeting.

#### **Section C**

If approved by the Executive Council, the proposed amendment or revision will be presented at a special meeting called for the purpose of ratifying amendments. An amendment or revision may be adopted by majority approval of the voting delegates of each chapter represented at the special meeting. This meeting may be held in conjunction with the Leadership Conference.

#### **Section D**

Motions made by the Executive Council by the authority of this Constitution and its Bylaws which have a continuing effect on the rules which govern the operation of Business Professionals of America, Michigan Association shall be compiled at the end of each Executive Council's term and attached to the Constitution and its Bylaws. Copies of these Executive Orders should be distributed to the chapters for their records as well.

### **Article XIV - Rules, Regulations and Bylaws**

The Post-Secondary and Collegiate Division of Business Professionals of America, Michigan Association will adopt such rules, regulations and bylaws as are deemed necessary by the Executive Council and the voting delegates to operate the division.

## **BYLAWS**

### **Article I - Provisions for Membership**

#### **Section A**

It is the policy of Business Professionals of America, that no person on the basis of race, color, religion, national origin or ancestry, age, sex, or marital status, shall be discriminated against, excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination. This policy of non-discrimination shall also apply to otherwise qualified handicapped individuals.

### **Article II - Qualifications for Student State Office**

#### **Section A**

To be eligible for office in the Post-Secondary and Collegiate Division of Business Professionals of America, Michigan Association candidates must meet the qualifications listed below, as well as those established by the Executive Council and set forth in the State Officer Application.

1. The candidate must be enrolled in a state-approved business program at a chartered chapter at the time of their election.
2. They must currently be an active member in good standing at their local chapter. Their membership dues for the current year must have been received by the State Office before February 1 of that year.

#### **Section B**

There is a maximum of three candidates per chapter. The endorsement of either the chapter's advisor or president is necessary to qualify as one of the chapter's candidates. It is the responsibility of the chapter to see that it presents no more than three qualified candidates.

#### **Section C**

The eligibility of the candidates will be determined by an official nominating committee of the Executive Council.

### **Article III - Duties of State Student Officers**

#### **Section A**

It shall be the duty of the President of Business Professionals of America, Michigan Association, to preside at all business meetings of the division; to preside over the Executive Council meetings of the division; to make all necessary committee appointments including the designation of the committee's chairperson; to develop a program of work for the Executive Council for his/her term

of office; and to be available, as necessary, in promoting the general welfare of Business Professionals of America, Michigan Association.

### **Section B**

It shall be the duty of the Vice President of Business Professionals of America, Michigan Association to serve in any capacity as directed by the President; to accept the responsibilities of the president as occasions may demand; to coordinate the Statesman awards program in the State; and to be available, as necessary, in promoting the general welfare of Business Professionals of America, Michigan Association.

### **Section C**

It shall be the duty of the Secretary of Business Professionals of America, Michigan Association to serve in any capacity as directed by the President; to record the proceedings of all business and Executive Council meetings; to accumulate the minutes and/or proceedings of all committee meetings; to handle all incoming and outgoing correspondence pertaining to the State; and to be available, as necessary, in promoting the general welfare of Business Professionals of America, Michigan Association.

### **Section D**

It shall be the duty of the Treasurer of Business Professionals of America, Michigan Association to serve in any capacity as directed by the President; to prepare the necessary financial and membership reports for his division; and to be available, as necessary, in promoting the general welfare of Business Professionals of America, Michigan Association.

### **Section E**

It shall be the duty of the Historian of Business Professionals of America, Michigan Association to serve in any capacity as directed by the President; to maintain the State Activity Scrapbook; to serve as editor for the officer newsletter, Professional Express, to accumulate information and materials which will be of value in recording the history of Business Professionals of America, Michigan Association, and to be available, as necessary, in promoting the general welfare of Business Professionals of America, Michigan Association.

### **Section F**

It shall be the duty of the Parliamentarian of Business Professionals of America, Michigan Association to serve in any capacity as directed by the President; to be responsible for the general conduct of the members at conferences by formulating and distributing rules of conduct approved by the Executive Council; to review constitutions of new chapters and issue charges to those new chapters at the state conference; to rule on rules of order, should the occasion arise, during state business meetings and Executive Council meetings; to oversee the election of state officers and other issues at the State Leadership Conference; and to be available, as necessary, in promoting the general welfare of Business Professionals of America, Michigan Association.

## Article IV - Student Executive Council

### **Section A**

The Executive Council of the Post-Secondary and Collegiate Division of Business Professionals of America, Michigan Association will be composed of the state's President, Vice President(s), Secretary, Treasurer, Historian and Parliamentarian. They shall operate under the direction of the State Advisor.

### **Section B**

The Executive Council shall meet as necessary upon the call of its President. A majority (over one-half) of the officers of the Executive Council must be present in order to conduct an official meeting.

### **Section C**

It shall be the duty of the Executive Council to act for its division as occasions may demand.

## Article V - Committee

### **Section A**

The following major standing committees shall be established and maintained:

1. Officer Training Conference Committee--The purpose of this committee shall be to investigate and coordinate the annual OTC.
2. State Leadership Conference--The purpose of this committee shall be to investigate and coordinate the annual SLC.
3. Finance--The committee will be charged with the development of a budget for the State Organization and seeing that it is adhered to. It will be this committee's responsibility to develop methods of funding to finance the budget.
4. Service--The purpose of this committee shall be to develop State Service Projects and to communicate them to the local chapters.
5. State Publication--This committee shall be responsible for publishing a state officer newsletter for the membership.
6. Election Procedure Committee--This committee shall be responsible for reviewing the State Officers' Candidate Application prior to the State Leadership Conference and reporting its recommendations for their approval.

7. Constitutional Revision Committee--This committee will be responsible for reviewing the State Constitution and reporting its recommendations for possible revisions to the Executive Council.
8. Recruiting Committee--This committee will be responsible for developing and instituting programs to recruit new members at existing chapters and new chapters. It shall be an advisory committee composed of alumni members, operating under, and directly responsible to, the Executive Council.

## **Section B**

Additional standing committees may be established by the Executive Council. In order to qualify as a standing committee the committee's purpose must be to perform a continuing function. The motion should state whether it will remain in existence permanently or just for the life of the Executive Council that is establishing the committee.

## **Section C**

Appointment of members to the standing committees may be made by open nominations, nominations by the chair, appointment by the chair or appointment by adoption of a motion naming members of the committee. The designation must be contained in motion or an amendment thereto or it will automatically be the responsibility of the President to appoint the committee members.

## **Section D**

Special committees can be established as necessary. These committees shall dissolve upon completion of their function.

## **Section E**

Appointment of members of a special committee may be made by open nominations, nominations by the chair, appointment by the chair or appointment by adoption of a motion naming members of the committee. The designation must be contained in the motion or an amendment thereto or it will automatically be the responsibility of the President to appoint the committee members.

## **Section F**

The Executive Council may appoint committees to act on its behalf. Such committees will always operate under directions from the Council, be responsible to the Council and will report their progress and findings to the Council for approval before acting.

## **Section G**

Business Professionals of America, Michigan Association Alumni will serve as permanent advisory committee. Their duties will include offering guidance at Executive Council Meetings, assisting

with state conference, conducting chapter recruitment campaigns and any other assignments made by the Executive Council.

## **Article VI - Dues**

### **Section A**

The membership year shall be July 1 to June 30, inclusive. Annual dues for the state membership classification shall be established by the Executive Council.

### **Section B**

Members of the Post-Secondary and Collegiate Division of Business Professionals of America, Michigan Association must approve increases in state dues. Voting on dues increase proposals will be handled by the chapter's voting delegates at the Leadership Conference.

## **Article VII - List of Officers**

### **Section A**

All chapters must submit a list of their local chapter officers and advisors to the State Advisor and State President at the start of each school year.

### **Section B**

The officer lists should include the officers' name, addresses, and home and work phone numbers. The advisor lists should include their work address and phone number and office hours as well as their home address and phone number.

### **Section C**

Whenever officers or advisors change within a chapter, it is the responsibility of the new officer or advisor to notify the State President of the change and to provide current information regarding the chapter's officers and advisors.

## **Article VIII - Amendments**

All amendments to the bylaws will follow the same procedure as set forth in Article XIII of the Post-Secondary and Collegiate, Business Professionals of America, Michigan Association Constitution.