



MINNESOTA  
**BUSINESS  
PROFESSIONALS**  
of AMERICA

Giving Purpose to Potential

**Business Professionals of America  
Minnesota Association  
College Division**

**Policies and Procedures Manual**

**Adopted by the  
Board of Directors**

**June 2019**

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**BUSINESS PROFESSIONALS OF AMERICA  
MINNESOTA ASSOCIATION  
COLLEGE DIVISION**

**POLICIES AND PROCEDURES HANDBOOK**

**I. Organization**

- A. The purpose of this document is to provide consistent guidelines for state chapter operations. The state association shall follow all guidelines and procedures as outlined in the national and state constitutions.
- B. The administrative representative for the organization shall be the Executive Director. The Executive Director is directly accountable to the Board of Directors.
- C. The Board of Directors shall take under consideration and make decisions regarding situations/conditions that arise for which neither national handbook nor state constitution policies or procedure have been established.
- D. A copy of the Constitution and Bylaws of the Business Professionals of America (BPA), Minnesota Association, College Division, shall be available on the Website.
- E. The College Division is governed by the Constitution and Bylaws of the organization.
- F. The Business Professionals of America, Minnesota Association, College Division, is an organization of local chapters in the State of Minnesota, each operating according to a charter granted by the Business Professionals of America, Minnesota Association, College Division.
- G. The operating policy of the organization shall be managed by the Board of Directors, as stated in their Constitution.

**II. Board of Directors**

- A. The Board of Directors is the governing body of the state association and shall oversee all affairs of the organization.
- B. The Board of Directors shall consist of the following members:
  - 1. Three (3) division representatives;
    - a. One (1) accounting/finance/business administration educator representatives;
    - b. One (1) administrative support educator representatives;
    - c. One (1) computer careers educator representatives;
  - 2. One (1) member of the State Officer Team;
  - 3. The CEAC (Workplace Skills Assessment Program) representative;
  - 4. One (1) alumni representative;
  - 5. One business/industry representative appointed by the Executive Director.
  - 6. The Executive Director, serves as ex-officio member.
- C. The Board of Directors shall be elected by the chapter advisors at the Professional Development Conference. The newly-elected Board members shall assume their term of office at the first official Board meeting following the Professional Development Conference. Each state-chartered chapter shall have one vote. In their absence and the absence of a proxy, no vote will be cast or counted for that chapter.
- D. Each member of the Board of Directors shall serve a three-year term. Board members may serve two consecutive terms after which there is a minimum of one year off the Board before the member may be re-elected.

- E. The officers of the Board of Directors shall consist of the Chair, Vice Chair, Secretary, Treasurer, and CEAC representative, and the officers shall constitute the Executive Committee. Their duties are as follows:
  - 1. The Chair shall preside over all meetings of the Board of Directors, appoint such committees as the Board deems necessary, serve as special counsel for the Board as occasions may demand, and otherwise represent the association as necessary.
  - 2. The Vice Chair shall serve in the absence of the Chair and shall perform other duties the Chair may direct.
  - 3. The Secretary shall record minutes and distribute copies to each Board member within twenty-one (21) days following each meeting and shall perform other duties the Chair may direct.
  - 4. The Treasurer shall serve as financial advisor to Business Professionals of America, Minnesota Association, College Division, and shall work with the Executive Director.
  - 5. The CEAC (Classroom Educators Advisory Council) representative shall act as liaison between the State and National Business Professionals of America organizations.
- F. The Executive Committee of the Board of Directors shall be elected annually by the Board members at the Professional Development Conference and shall serve a three-year term. The CEAC representative is appointed by the Executive Director and shall serve a three-year term.
- G. The Alumni Director's position, appointed by the Board, will be a 3 year term and will be reviewed annually at the Professional Development Conference.
- H. The duties of the Board of Directors shall be to:
  - 1. Approve budgets for state conferences and activities no less than 30 days prior to conferences and activities;
  - 2. Approve state officers' program of work;
  - 3. Approve expenditures in excess of \$1,000;
  - 4. Approve the operating budget for the organization at the summer Board meeting;
  - 5. Approve all year-end financial reports no later than July 31;
  - 6. Establish student and professional dues annually at the beginning of each fiscal year;
  - 7. Work with the Executive Director, the State Officer Team, alumni, and other groups within the state, to maintain the identity of Business Professionals of America;
  - 8. Collaborate with the State Officer Team to provide long-range planning;
  - 9. Establish necessary committees and/or task forces to ensure the growth and development of the association;
  - 10. Maintain a working relationship with national Business Professionals of America to ensure meaningful activities for members; and
  - 11. Set other fees as defined by the Constitution and Bylaws.
- I. Members of the Board of Directors shall be reimbursed for meals, lodging, travel, and incidental costs when attending any board meeting for which their campus does not reimburse them. Reimbursement rates will be set at the summer board meeting.

- J. Standing committees are appointed at the Professional Development Conference for a one-year term to carry out a committee charge as determined, by the Board Chair and/or the Executive Committee. All standing committee members shall be appointed by the Board Chair. Standing committees shall consist of the following:
  - 1. Finance: The committee shall review, evaluate and make recommendations annually to the Board of Directors on any matters pertaining to the state dues structure, matters of financial operation and budgets for the association.
  - 2. Policies and Procedures: The Executive Board shall review Policy & Procedure Manual, Bi-annually, and make recommendations for changes. The Secretary will record changes and send out by September 1. The committee shall be responsible to keep the Policy and Procedure Manual current.
- K. Ad hoc committees: The Board Chair shall appoint ad hoc committees when deemed advisable to enhance the work of the association and when a task falls outside the normal activities handled by standing committees.
- L. All committees and/or task forces shall be chaired by a member of the Board of Directors as designated by the Chair for a one-year term.
- M. A task force may be appointed by the Board to develop and update programs and make recommendations helpful to the association. Task Force members may be members of the Board of Directors, student members, or others appointed by the Chair.
- N. Board meeting notices shall be made in writing. All Board members must be sent meeting notification and an agenda at least fifteen (15) days before the meeting is to be held.
- O. Any business not on the agenda may be presented or introduced if time allows and if the Board of Directors agrees.
- P. Board of Directors meetings are open to any member of Business Professionals of America. No attendee other than Board members present may address the Board unless called upon by the Chair.
- Q. Should a Board member fail to perform Board responsibilities without good reason, there shall be a warning of the first offense and dismissal shall follow the second offense. The Board Chair shall issue said warning or dismissal upon approval by the Board of Directors. Should a Board member display conduct not fitting the office, a quorum of the Board may vote the dismissal of said member.
- R. Any Board vacancy occurring other than by expiration of the term of a member shall be filled by appointment of the Board of Directors or at the next election, at the discretion of the Board.
- S. A quorum shall consist of a simple majority of the Board of Directors.
- T. Board members shall attend all state conferences.

### III. Executive Director

- A. The duties of the Executive Director are as follows and shall be performed in a timely manner:
  - 1. Act as the administrative representative for the association and be responsible to the Board of Directors;
  - 2. Serve as an ex-officio member of the Board of Directors and shall furnish a written report including activity summary, conference information, and financial and budgetary information to the Board at each regularly scheduled meeting;

3. Be responsible for the receipt and disbursement of finances for the association and shall furnish an annual financial statement;
4. Prepare year-end financial reports, which is subject to the approval of the Board of Directors;
5. Authorize all expenditures from Board of Directors' approved budgets;
6. Serve as liaison with other student organizations in Minnesota and with the Minnesota Foundation for Student Organizations;
7. Approve all state officer travel expense reports and other officer expenditures in accordance with the approved budget; and
8. Be responsible for collecting state membership dues and keeping a database of membership.

**B. Other Duties**

1. Provide administrative support by:
  - a. Answering telephone, e-mail, fax and correspondence relating to BPA;
  - b. Maintaining a database of every member school;
  - c. Maintaining contact with chapter advisors;
  - d. Printing materials for the organization;
  - e. Arranging meeting space for meetings and conferences;
  - f. Maintaining a close working relationship with the Board of Directors and advisors; and
  - g. Preparing and distributing agendas for regularly scheduled meetings.
2. Plan and Participate in:
  - a. State fall and spring conferences;
  - b. Board of Directors meetings;
  - c. National leadership conferences; and
  - d. Activities for assisting chapter advisors with national leadership conference activities.
3. Plan and implement officer training for state officers.
4. Work with the Board of Directors to develop and complete a plan of action.
5. Attend State Association Advisory Council (SAAC) and other meetings as called.
6. Promote membership growth and business partnerships.

**IV. Business Professionals of America, Minnesota Association, College Division Structure**

**A. Membership**

1. The association of any local chapter of the State of Minnesota may be chartered as a member of Business Professionals of America, Minnesota Association, College Division, upon the approval of the Board of Directors.
2. The membership year shall be September 1 through August 31, inclusive.
3. Active student members shall be enrolled in the current academic year in any accredited college course.

**B. Dues**

1. Local chapter advisors shall submit state and national membership dues to the national association by established deadlines each year.
2. Annual dues for state membership shall be established by the Board of Directors.

**C. Voting Rights and Privileges**



1. Each chapter of Business Professionals of America, Minnesota Association, College Division, shall exercise its membership voting privileges through voting delegates. Each chapter shall be granted three (3) voting delegates plus additional delegates, based on their paid student memberships received in the state office for that year. Additional votes shall be determined by multiplying the chapter student membership total by a factor of .008 and rounding to the nearest whole number.
- D. State Officers
1. Officers for the College Division shall be elected by the voting delegates present at the Professional Development Conference.
  2. State officers positions consist of a state President, an Executive Vice President, a Recording Vice President, a Vice President of Public Relations, and a Vice President of Professional Management.
  3. Only active members of the Business Professionals of America, Minnesota Association, College Division are eligible for state office in this division.
  4. To be eligible, a candidate must have a scholastic average of 2.5 or higher (with an "A" letter grade being equivalent to 4.0).
  5. Each chapter may submit a maximum of three (3) candidates.
  6. Each state officer may serve two (2) consecutive one-year terms.
  7. The state officers shall be elected by secret ballot majority vote of the authorized voting delegates at the Professional Development Conference.
  8. If there are not enough candidates to fill the designated offices at the Professional Development Conference, the Board of Directors may take under consideration and approve an alternative method for filling the offices.
  9. Should an officer be unable to perform the expected activities, the officer must resign. If an officer is no longer an active member, the officer position may be declared vacant.
  10. If an officer is not fulfilling his/her duties, the Executive Director shall notify the officer, local chapter advisor, and Board of Directors. The following procedures will be implemented
    - a. A certified letter must be sent from the Executive Director to the particular state officer, with a copy to the local advisor, stating the concern surrounding the issue. The Executive Director shall allow ten (10) working days for delivery of written notice. The officer shall have five (5) working days after receipt to respond to the notice.
    - b. If the area of concern has not been rectified or a timely response has not been received, the officer will receive a second notice (by certified mail) stating the concern, with a copy to the local advisor. The Executive Director shall allow ten (10) working days for delivery of written notice. The officer shall have five (5) days after receipt to respond to the notice.
    - c. In the event that the situation is still not rectified, a personal interview between the officer and Executive Committee shall take place. At the time of that interview, one of the following courses of action shall be implemented: 1) The officer resigns; or 2) The officer continues in his/her position but with written expectations, consequences, and outcomes; or 3) The officer's nonattendance to this interview shall be declared an automatic resignation. The officer will sign a statement stating that he/she understands and agrees with conditions set forth in

- the written document. The Executive Committee shall perform any follow-up activities for the written expectations, consequences, and outcomes.
- d. If an officer is to be terminated, the Executive Director shall notify Board members and then send the officer a certified letter of termination. The officer will be terminated immediately as of the date of that certified letter.
  - e. The cost of the uniform will be reimbursed to the state association upon non completion of the term of office by the terminated officer.
11. In case of resignation or inability of an officer to execute designated duties, with the exception of President whose position is automatically assumed by the Executive Vice President, the office may be filled by appointment of the Board of Directors.
  12. The requirements and duties for state officers are as follows:
    - a. Be prepared to meet all of the prescribed duties and responsibilities as stated in this Business Professionals of America, Minnesota Association, College Division Constitution and Bylaws.
    - b. Attend officer training conference following his/her installation as officer. (Approximate time requirement is 3 days.)
    - c. Attend State Leadership Conference as scheduled by the State Officer Team. (Approximate time requirement is 4 days.)
    - d. Attend Professional Development Conference during his/her term of office. (Approximate time requirement is 4 days.)
    - e. Attend officer meetings throughout his/her term of office as called by President and/or Executive Director.
    - f. Provide guidance, leadership and inspiration to all members.
    - g. Represent the views of the membership.
    - h. Maintain all correspondence prepared in proper format and style.
    - i. Wear the official uniform when representing the association in an official capacity.
    - j. Submit a monthly report of activities for the month to the Executive Director.
    - k. Participate in monthly officer team meetings utilizing an agreed upon method of communication (in-person, telephone, e-mail, other).
    - l. Carry out their responsibilities, but not let the responsibilities interfere with continuing education.
    - m. Be excluded from serving on state or chapter nominating committees endorsing potential candidates and becoming involved in any state campaign activities (except their own).
    - n. Recommend annual special programs, changes to current policies, and voting, election and campaign procedures.
    - o. Refrain from usage of tobacco products and consumption of alcoholic beverages when in uniform or representing the State Association.
    - p. Refrain from other inappropriate behavior as per the student Code of Conduct.
  13. The Board of Directors may remove an officer for inappropriate behavior as described in the student Code of Conduct.
  14. Individuals elected as state officers at the Professional Development Conference shall hold office from the adjournment of the meeting at the Professional Development Conference until the adjournment of the following Professional Development Conference.

15. The official state blazer color shall be navy blue or black with the Business Professionals of America logo worn over the left breast pocket.
16. State officers shall be reimbursed for meals, lodging, and travel while representing the state association, according to the budget and procedures adopted by the Board of Directors.
17. All state officer travel expense reports and other officer expenditures must be approved by the Executive Director in accordance with approved budget.
18. State officer expense claims older than sixty (60) days shall not be honored.

#### V. Voting Delegates

##### A. Voting delegates must adhere to the following rules:

1. All voting delegates must be active members.
2. All voting delegates must wear their voting delegate ribbons at the Professional Development Conference and must be present during the roll call, or they will forfeit their voting rights. Voting delegates must remain in their designated area throughout the entire voting delegate session or risk loss of their voting privileges.

##### B. Alternate Voting Delegates

1. Each chapter will be allowed two (2) alternate voting delegates.
2. These alternates may replace or substitute for any of the appointed voting delegates at any general session.

#### VI. Campaign Rules

##### A. Officer candidates must adhere to the following rules:

1. Campaigning for all offices shall be done only during designated times established in the candidate packet. No campaigning will be allowed during seminars, training sessions, or workshops. Campaigning shall not include skits or demonstrations.
2. Each candidate nominated shall be allowed two (2) minutes for speeches.
3. All chapters are expected to encourage and observe appropriate business standards in the promotion of their candidates.
4. It is the responsibility of each local chapter and their candidates to see that all campaign materials are picked up or taken down and removed at the designated time.
5. Distribution of materials or display of posters or flyers is allowed during the campaign rally only. All materials must be contained within the campaign rally room. Campaign materials may not be distributed, displayed, or posted at any other time or in any other conference property.

##### B. Officer Candidate Expenditures

1. Officer candidates are limited to a maximum expenditure of \$150.00 for campaign materials. A financial value must be placed on donations and contributions and that value must be included and calculated as campaign expenditures. If food is used, it must be factory-prepackaged.
2. Candidates failing to adhere to campaign procedures may be disqualified from running for state office at the discretion of the Executive Director and the chair of the Board of Directors.

#### VII. National Officer Candidates

- A. National officer candidates must adhere to the following rules:
  - 1. The prospective candidate must be a current or past state or chapter officer at the time of application.
  - 2. The prospective candidate must adhere to the national officer candidate guidelines as set forth on the national website.
- B. Board approval
  - 1. The Board of Directors and the Executive Director shall interview and rank the prospective candidates.
  - 2. The Board of Directors and the Executive Director shall recommend candidates.

#### VIII. Conferences and Workshops

- A. At least 30 days prior to the conference or activity, the Executive Director shall supply the Board of Directors a budget for each state-approved conference or activity.
- B. The Executive Director shall authorize all expenditures for state conferences or activities.
- C. The Executive Director shall provide the Board of Directors a financial statement within sixty (60) days after the conclusion of each state conference or activity.
- D. The Code of Ethics shall be in effect at all state conferences or activities.
  - 1. The term “delegate” shall mean any member attending the conference.
  - 2. Delegates shall abide by all conference rules.
  - 3. Delegates shall keep their advisors informed of their activities.
  - 4. Delegates shall stay at the approved hotels during the conference. Exceptions must be approved by the local advisor.
  - 5. Delegates shall not use their own vehicles unless such use has prior approval by their respective college.
  - 6. Delegates shall not be seen in public places that would bring reproach to the organization or to themselves.
  - 7. Delegates shall respect and abide by the authority delegated to the state officer team and any advisor.
  - 8. Delegates shall attend all general sessions and activities assigned unless engaged in some other specific assignment-taking place at the same time.
  - 9. Name badges must be worn at all sessions, contests, or conference events.
  - 10. Delegates shall adhere to the conference dress code guidelines.
  - 11. The association shall not approve or condone the use or serving of alcoholic beverages at any conference function where students are involved.
  - 12. The association shall not approve or condone the use or possession of illegal drugs by anyone at the conference.
  - 13. Delegates violating or ignoring any of the above rules shall be subject to dismissal and/or disqualification.
- E. All state conference or activity information is to be provided by the Executive Director who will specify deadlines for submission of materials and for payment of registration fees.
- F. Cancellations for members must be submitted using the cancellation form. Administrative charge policy for cancellations is as follows:
  - 1. 50% refund if cancellation received by deadline stated.
  - 2. 25% refund if cancellation received after deadline stated.

3. National Leadership Conference only: All requests for refunds must be in writing and submitted to the Business Professionals of America National Center. All requests for refunds must be postmarked as determined by the National Center.
- G. All refunds due to delegation cancellations shall be processed within thirty (30) days following the activity.
- H. Postmark and email dates shall be recognized for meeting stated deadlines.
- I. Exceptions for final deadlines of registration fee submission may be granted by the Executive Director.
- J. The State Leadership Conference shall be held each year with the time and place to be selected by the Board of Directors.
- K. Advisor/chaperone criteria for the Professional Development Conference and the State Leadership Conference:
  1. Delegates from each chapter shall be accompanied by at least one authorized advisor/chaperone. A ratio of one (1) advisor/chaperone per ten (10) students is recommended.
  2. Authorized advisors/chaperones shall be assigned specific duties for the operation of the conference. The conference staff and Executive Director shall contact advisors/chaperones regarding assigned specific duties.
  3. If another chapter advisor from outside your college is to be designated as chaperone for part of a delegation, the following requirements must be met:
    - a. Notification to the Executive Director of such arrangement.
    - b. The advisor/chaperone shall be responsible to participate in conference activities as assigned by the association.
    - c. The advisor/chaperone must be a registered guest at the designated conference hotel.
  4. The advisor/chaperone shall not share a room with students.
- L. All students and advisors attending state conferences or activities must be members of both state and national Business Professionals of America.
- M. Members of the Executive Committee in attendance at state conferences and activities shall make final decisions regarding disciplinary action taken against a chapter or one of its members.
- N. The following shall be the approved list of individuals eligible to attend the National Leadership Conference:
  1. All Business Professionals of America members who are entrants in the competitive event program and their advisors.
  2. State officers and their advisors.
  3. Voting delegates of Business Professionals of America, Minnesota Association, College Division.
  4. Alumni.
- O. The National BPA recommendation of 10 to 1 for student-to-advisor ration shall be followed for the National Leadership Conference.

#### IX. Workplace Skills Assessment Program

- A. The Workplace Skills Assessment Program is a learning activity designed to evaluate a student's development of the essential competencies needed for entry or advancement in business careers.

- B. Purposes of Workplace Skills Assessment Program:
    1. To demonstrate occupational competencies
    2. To develop and demonstrate knowledge, skills, and attitudes
    3. To develop and demonstrate leadership and human relation skills
    4. To develop and demonstrate good competitive spirit
    5. To receive recognition
  - C. Workplace Skills Assessment Program awards
    1. In individual events, the national qualifiers in each event shall be recognized with the awarding of plaques. Remaining finalists will receive a medallion.
      - a. In non-judged individual events, the top five qualifiers will receive a plaque, the remaining finalists will receive a medallion.
      - b. In a judged individual event, the top three qualifiers will receive a plaque; the remaining finalists will receive a medallion.
    2. In team events, plaques will be given to the top two (2) qualifying teams, with each member of the remaining finalist teams receiving a medallion.
    3. A contestant must score sixty percent (60%) or better to qualify for national competition.
  - D. Workplace Skills Assessment Program entrants' requirements
    1. Any individual must be a member of the Minnesota and National Association to be eligible as an entrant in the Workplace Skills Assessment Program at the State Leadership Conference.
    2. Workplace Skills Assessment Program entrants at the National Leadership Conference will be selected from the finalists in each of the national events conducted at the State Leadership Conference, starting with the first place winner and moving down the list until Minnesota's allocation of entrants for the event has been filled.
    3. State members shall be eligible to participate in the competitive events program even though they may no longer be a student at a college career program so long as they have been a student for one semester or more during the current school year.
    4. Local Chapter Advisor(s) may set guidelines for eligibility of participation in the competitive events program based on GPA, satisfactory coursework progress, and/or attendance.
  - E. Prior year graduates of MN BPA College Division may act as judges, proctors and graders for SLC with the following guidelines for judges:
    1. Judges should not be assigned to judge events in which they have any conflict of interest.
  - F. All individuals who compete at the National Leadership Conference must be national members by stated deadline or follow the national appeal process.
- X. State Awards and Recognition
- A. Torch awards will be presented to applicants who have satisfactorily completed the application and meet the requirements established by the national office.
  - B. Recognition will be awarded to any person who has completed a three-year term of service as a member of the Business Professionals of America, Minnesota Association, College Division Board of Directors. Board members may be recognized at the discretion of the Executive Director, not to exceed \$20 per Board member.

- C. Recognition may be awarded to a student who has completed a term of service as a Business Professionals of America, Minnesota Association, College Division state officer.
- D. The Business Service Award recognizes those individuals from industry who have been instrumental in promoting or serving the association at the local or state level. This award may be presented to anyone whose contributions have assisted the association in its objectives to serve business career students.
- E. The Outstanding Service Award recognizes any individual or organization who has contributed to BPA above and beyond the call of duty.
- F. The Advisor of the Year award is to recognize an outstanding advisor. Current advisors of Business Professionals of America are eligible for the award. Any local chapter advisor may be nominated by local chapter members and/or officers. Advisors may be nominated each year. The Executive Director will appoint an ad hoc committee to review all nominations and select the Advisor of the Year recipient.
- G. The Sponsorship Award is awarded to businesses and/or individuals that contribute to the operational costs of the organization and/or the organization's conferences and/or activities and will be presented a plaque in appreciation for their contribution. The plaque will be gridded for ten years; plates with the year will be presented for each year that they contribute. A bronze plate will be presented for contributions of \$100 - \$499, a silver plate for contributions of \$500 - \$999, gold plate for contributions of \$1000 and more.
- H. The Advisors' Years of Service award is to recognize professional members' years of service in increments of five (5) years starting with the fifth year. Recipients will be recognized with a certificate presented to them at the State Leadership Conference.
- I. The New Advisor Recognition award recognizes all new advisors with a certificate.

#### XI. Fiscal Policy

- A. Fiscal policies will be followed as covered in the Financial Procedures Manual.

#### XII. Grievance Procedure

- A. This policy is intended for grievance(s) against the Executive Director, Board of Directors, state officers, and/or any state activity. It does not address any grievance which involves a chapter advisor and/or a local program.
- B. Students with grievances should first discuss them with the chapter advisor.
- C. Chapter advisors with grievances should first discuss them with the Executive Committee.
- D. If the issue is not resolved, the grievance must be placed in writing and delivered to the state Executive Director or Board Chair within forty-five (45) days of the incident. The Executive Director or Board Chair will respond within fourteen (14) days upon receipt of the written grievance.
- E. Any appeal must be filed with the Board of Directors within 30 days of the postal mark or email date of the Executive Director's or Board Chair's written decision.
- F. A written final decision 30 days after filing an appeal. Will be provided to the grieved chapter and advisor.

#### XIII. Sexual Harassment Policy

- A. Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Statute 363.01 - .14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.
- B. It is the policy of the Business Professionals of America, Minnesota Association, College Division to maintain learning and working environment that is free from sexual harassment and sexual violence. The association prohibits any form of sexual harassment and sexual violence.
- C. It shall be a violation of this policy for any member or employee to harass a member or an employee through conduct or communication of a sexual nature as defined by this policy.

XIV. Procedure for Reimbursement for College Division State Officers

- A. In-state travel:
  - 1. Transportation expenses to be reimbursed at a rate of actual cost on common carrier (bus, air, etc.) or determined by the Board of Directors for personal car usage. Parking costs will be reimbursed, if receipted.
  - 2. All travel is to have pre-approval from the Executive Director.
- B. Meals - \$31.00 per day limit, with receipt, as follows:
  - 1. Breakfast           \$ 7.00
  - 2. Lunch                \$9.00
  - 3. Dinner               \$15.00
- C. Registration fee is paid by the state association.
- D. Hotel expenses are paid by the state association. All reservations are made by the Executive Director.
- E. Payment toward the uniform will be reimbursed as set in the yearly budget.
- F. National Conference:
  - 1. Registration fee is paid by the state association.
  - 2. Campaign expenses paid for candidate(s) up to the limits allowed for campaigns.
  - 3. No additional expenses are reimbursed.
- G. Reimbursement rates:
  - 1. Reimbursements to officers shall not exceed annual budget, as approved by the Board of Directors.
  - 2. Reimbursement rates shall be established by the Board of Directors.

XV. Procedure for Reimbursement for College Division Board of Directors

- A. In-State Travel:
  - 1. Transportation expenses to be reimbursed at a rate of actual cost on common carrier (bus, air, etc.) or at a rate determined by the state per mile. Parking costs will be reimbursed, if receipted.
- B. Meals- \$31.00 per day limit, with receipt, as follows:
  - 1. Breakfast           \$ 7.00
  - 2. Lunch                \$ 9.00
  - 3. Dinner               \$15.00
- C. Out-state Travel for CEAC and SAAC



1. Transportation expenses to be reimbursed at a rate of actual cost on common carrier (bus, air, etc.) or at a rate determined by the state per mile. Parking costs will be reimbursed, if receipted.
  2. Meals- \$36.00 per day limit, with receipt
  3. Hotel expense at actual cost.
- E. State Conferences:
1. No expenses are reimbursed except for the Business and Industry Board representative and Alumni Representative at state conferences
- F. Reimbursement Rates:
1. Reimbursements shall not exceed annual budget except as approved by the Board of Directors.
  2. Reimbursement rates shall be established by the Board of Directors.

## XVI. Alumni Representative

- A. The Alumni Representative shall be responsible for the development of an active professional/alumni division for the Business Professionals of America, Minnesota Association, College Division.
- B. The Alumni Representative of Business Professionals of America, Minnesota Association, College Division, shall work with the Executive Director and the Board.
- C. Principal Duties:
1. Development of the professional/alumni division;
  2. Coordination of all professional/alumni division meetings and activities;
  3. Planning, organizing, and facilitating professional/alumni division functions;
  4. Communicating quarterly with all professional/alumni members;
  5. Attending state conferences and planning recruitment activities at each conference;
  6. Contacting all chapters with recruitment materials for graduating members;
  7. Planning and conducting a social gathering for graduating members at the State Leadership Conference;
  8. Establishing and maintaining a database of all potential and active members; and
  9. Other duties as described in the Alumni Representative's position description approved annually by the Board.
- D. Benefits:
1. Mileage. The Alumni Representative is required to use his/her personal vehicle in the performance of responsibilities and shall be reimbursed for such travel at the approved rate of travel.
  2. Out of Pocket Expenses. The representative of the alumni division must submit an expense voucher for mileage and out of pocket expenses to the Executive Director for approval.
- E. This position will be appointed by the Board of Directors for a three-year term, to be reviewed annually.

## XVII. Information Technology Policies

- A. Email
1. Scope. This policy covers appropriate use of any email sent from a Business Professionals of America, Minnesota Association, College Division, email address

and applies to all employees, student officers, vendors, and agents operating on behalf of the College Division.

2. Purpose. To prevent damage to the public image of Business Professionals of America, Minnesota Association, College Division. When email goes out from the College Division, the general public will tend to view that message as an official policy statement from the College Division.
  3. Prohibited Use. The College Division email system shall not be used for the creation or distribution of any disruptive or offensive messages, including but not limited to offensive messages or references about race, gender, disabilities, age, sexual orientation, pornography, religious beliefs and practices, political beliefs, or national origin. Persons who receive any emails with this content from any College Division employee, student officer, or director should report the matter to the Executive Director immediately.
  4. Personal Use. Personal use of College Division email is not permitted. Sending chain letters or joke emails from a College Division email account is prohibited. Virus or other malware warnings and mass mailings from the College Division shall be approved by the Executive Director before sending. These restrictions also apply to the forwarding of mail received by a College Division employee, student officer, or director.
  5. Monitoring. College Division employees, student officers, and directors shall have no expectation of privacy in anything they store, send, or receive on the organization's email system. The Executive Director may monitor messages without prior notice. The Executive Director is not obligated to monitor email messages. All email messages, contacts, and data stored in the email system are property of the College Division.
  6. Advisor Mailing List. The Executive Director maintains a group mailing list of all registered advisors. State Officers must obtain permission from the Executive Director before sending an email to this mailing list. All users should exercise discretion in deciding what to send to the entire mailing list.
  7. Duration of Access. The Executive Director will provide email accounts to persons who act on behalf of the organization, including but not limited to: the Executive Director, state officers, Alumni Director, and members of the Board of Directors. When a person's official time of service with the organization has ended, his or her access to email will also end.
  8. Automatically Forwarded Email. Users who wish to have their College Division email automatically forwarded to an external email address must receive written permission from the Executive Director.
- B. Social Media
1. These policies and guidelines apply only to work-related sites and issues and are not meant to infringe upon a person's interaction or commentary online.
  2. The Executive Director may designate users to update and maintain official social media accounts for the College Division.
  3. Users updating social media accounts must obtain permission from the Executive Director to post content. Authorship must be identified in the text of each post. Users posting content should follow accepted grammar and spelling conventions. Users are

- prohibited from posting political, religious, or offensive messages or references on College Division accounts.
4. When a person's official time of service with the organization has ended, his or her ability to update and maintain social media accounts will also end.
  5. A current report of all social media accounts including managers and access permissions, shall be on file with the Executive Director.
- C. Website
1. The College Division website will serve as an official notice location for the College Division.
  2. The Executive Director will monitor materials posted on the official website.
- D. Website Publishing
1. Consent
    - a. All copyrighted and trademarked captions, pictures, videos, and/or any material published must have secure copyright permissions before placement on the website; the developer of the web page must be prepared to show a statement of permission if requested.
    - b. All photographs, citations, and videos featuring College Division members, state officers, directors, and/or the public must have written consent from the person(s) involved and the written consent of a parent/guardian if the person is under the age of 18.
  2. Material
    - a. All words, phrases, pictures, and videos shall be educationally appropriate and shall not be offensive, profane, vulgar, abusive, or discriminatory.
    - b. Any materials on the web page may not be used for commercial use or personal gain.
    - c. The developer of a College Division web page shall be responsible for constructing, inputting content, maintaining, and updating of all content on the created web page.
    - d. The individual creating or maintaining a web page on the College Division website may be held criminally or civilly liable for the material posted.
    - e. All web page content shall portray and reflect positively on the College Division, members, officers, directors, and staff.
- E. General Policies
1. A list of all current managers of College Division information technology resources and access permissions shall be maintained at all times.
  2. An individual manager's access shall be regularly evaluated by the Executive Director and/or Board of Directors.
  3. College Division Data will be documented and downloaded to a flash drive and stored in a fireproof vault on an annual basis.
  4. Reasonable backup procedures shall be followed.

## XVIII. Definitions

### A. Authorize

To verify that activity is consistent with

1. The goals, policies and purposes of the Business Professionals of America, Minnesota Association, College Division, and the National Business Professionals of America.
  2. Minnesota State Statutes, rules, policies, initiatives, and values.
- B. Executive Director  
An individual appointed by the Board of Directors who is employed to provide leadership to Business Professionals of America, Minnesota Association, College Division.
- C. Fiscal Administrator  
The fiscal administrator of Business Professionals of America, Minnesota Association, College Division is selected by the Board of Directors.
- D. Quorum  
Two-thirds of the voting members.
- E. Proxy  
A proxy is written permission granted to another member to cast your vote.
- F. Active Student Member  
Active student members shall be enrolled in the current academic year in any accredited college course.
- G. Executive Council  
The College Division Executive Council will include but is not limited to the President, Executive Vice President, Recording Vice President, Vice President of Public Relations, and Vice President of Professional Management.
- H. State Officer Team  
The College Division may include but is not limited to the state Executive Director of Business Professionals of America, Minnesota Association, College Division, the President, Executive Vice President, Recording Vice President, Vice President of Public Relations, and Vice President of Professional Management
- I. Board of Directors  
The Board of Directors shall consist of the following members:
1. Three (3) division representatives;
    - a. One (1) accounting/finance/business administration educator representative;
    - b. One (1) administrative support educator representative;
    - c. One (1) computer careers educator representative;
  2. One (1) member of the State Officer Team;
  3. The CEAC (Classroom Educators Advisory Council) representative;
  4. One (1) alumni representative
  5. One (1) business and industry representative
  6. The Executive Director shall serve as ex-officio member.
- J. Executive Committee  
The officers of the Board of Directors shall consist of the Chair, Secretary, Treasurer, and CEAC representative, Executive Director.

Reviewed & Revised June 23, 2019