

SAMPLE CONSTITUTION

_____ Chapter

PREAMBLE

With the identification of business as an area of career and technical education, it has become necessary to provide student groups experience for students enrolled in business education courses.

Leadership development through student groups can be effective in strengthening career and technical education for business careers. It is deemed essential that:

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

ARTICLE I—NAME

The name of this organization shall be “Business Professionals of America, _____ Chapter” and shall be associated with the Montana Association.

ARTICLE II—PURPOSES

The purposes of this organization are:
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 or disability of students enrolled in classes with business employment as their objective.

To develop leadership abilities through participation in career and technical education, civic, recreational, and social activities.

To assist students in establishing realistic employment 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 through the use of the democratic processes.

To foster an understanding of the functions of labor, entrepreneurial, and management organizations in the American free enterprise system.

To develop competent, aggressive leaders in business education.

To develop and strengthen members’ confidence in themselves and their work.

To provide satisfactory social and recreational activities.

To foster practical application of business education skills through competition.

ARTICLE III—ORGANIZATIONAL

Section 1: Business Professionals of America, _____ Chapter is an organization operating in accordance with a charter granted by the Montana (state) Association which is granted a charter by Business Professionals of America, Inc.

Section 2: The administration of Business Professionals of America _____ Chapter will be vested in _____.

Section 3: The Business Professionals of America, _____ Chapter will have officers who will be elected _____ by _____. The officers, through the chapter president, will make recommendations. To _____ with respect to the welfare of the Business Professionals of America _____ Chapter.

ARTICLE IV—MEMBERSHIP

Membership in the Business Professionals of America, _____ Chapter shall consist of any student from _____ School enrolled in a business and/or office education program as approved by the state of _____.

The members must pay dues as established by the local, state, and national associations; and will be eligible to hold office, participate in award programs, serve as a delegate to state and national meetings, or to otherwise represent his/her chapter in state and/or national Business Professionals of America affairs.

ARTICLE V—VOTING

Local members of Business Professionals of America, _____ Chapter shall exercise their voting privilege through voting delegates at conferences. This allocation of the voting delegates from each chapter to the state and national association will be determined each year by the respective associations.

ARTICLE VI—OFFICERS

Officers of the _____ Chapter shall be elected by majority vote of the membership; Officer positions shall consist of a president, vice president, secretary, treasurer, historian, and parliamentarian. Officers elected one term shall continue to hold office until the election of officers the following term. The term of office shall be _____.

ARTICLE VII—MEETINGS

Regular meetings of the _____ Chapter will be held. Parliamentary procedure for all meetings will be governed by the latest edition of Roberts Rules of Order.

ARTICLE VIII—ADVISORS

The teacher or teacher/coordinator of each business and/or office education program will serve as advisor of his/her Business Professionals of America chapter. However, an alternative advisor may be appointed as deemed necessary by the school administration.

ARTICLE IX—FINANCES

Local associations will be responsible for local, state, and national dues according to the number of individual members claimed. The _____ Chapter is also responsible for submitting dues to the appropriate designee by the designated deadline(s).

ARTICLE X—EMBLEM AND COLORS

Section 1: Colors are navy blue, tan, and red.

Section 2: The official Business Professionals of America emblem is the shield which represents the aims and objectives of the organization.

Section 3: The official Business Professionals of America flag emphasizes the logo, tagline, and colors.

ARTICLE XI—AMENDMENTS

To amend this constitution, the proposed amendment must be presented in writing by the member proposing the amendment

to the chapter president and chapter advisor at least _____ days prior to the next regularly scheduled chapter meeting. The proposed amendment may be adopted by a two-thirds approval of the voting members.

ARTICLE XII—RULES, REGULATIONS, AND BYLAWS

The _____ Chapter of Business Professionals of America will adopt such rules, regulations and bylaws as are deemed necessary by the members and advisor.

BYLAWS

ARTICLE I—QUALIFICATIONS FOR STUDENT OFFICE

Section 1: Only active members will be eligible for office in the _____ Chapter.

Section 2: To be eligible for office in the _____ Chapter, candidates must meet the qualifications as established by the chapter advisor.

ARTICLE II—DUTIES OF STUDENT OFFICERS

Section 1: President. It shall be the duty of the president to preside at all business meetings; to preside over officer meetings; to make all necessary committee appointments including the designation of committee chairmen; to be available, as necessary, in promoting the general welfare of Business Professionals of America.

Section 2: Vice President. It shall be the duty of the vice president to serving in any capacity as directed by the president; to serve as chairman of the committees; to accept the responsibilities of the president as occasions may demand; and to be available, as necessary, in promoting the general welfare of Business Professionals of America.

Section 3: Secretary. It shall be the duty of the secretary to serve in any capacity as directed by the president; to record the proceedings of all business and officer meetings; to be available, as necessary, in promoting the general welfare of Business Professionals of America.

Section 4: Treasurer. It shall be the duty of the treasurer to serve in any capacity as directed by the president; to present any financial membership reports necessary, in promoting the general welfare of Business Professionals of America.

Section 5: Historian. It shall be the duty of the historian to maintain the Business Professionals of America _____ Chapter yearbook; the history of Business Professionals of America, _____ Chapter, the web page and to be available, as necessary, in promoting the general welfare of Business Professionals of America.

Section 6: Parliamentarian. It shall be the duty of the parliamentarian to be responsible for the general conduct at the meetings; to rule on rules of order, should the occasion arise, during the business meetings of Business Professionals of America _____ Chapter, and to be available, as

necessary, in promoting the general welfare of Business Professionals of America.

ARTICLE III—DUES

The membership year shall be September 1 through August 31. Annual state and national dues shall be established by the state and national associations and be the responsibility of the local chapter for the submission of these dues within the deadline. Local dues may be established and handled locally.

ARTICLE IV—AMENDMENTS

To amend these bylaws, the proposed amendments must be presented in writing by a member to the chapter president and chapter advisor at least _____ days prior to the next regularly scheduled chapter meeting. The proposed amendment must be considered at the next chapter meeting. The proposed amendment may be adopted by a majority approval of the voting members.

_____ (Date)