

**MONTANA ASSOCIATION**



Today's students. Tomorrow's business professionals.

## **Rules, Regulations, and Policies**

**Article IX, Sections 1 and 2 of the Constitution of the Business Professionals of America, Montana Association, states...**

**Section 1: Such rules, regulations, and policies as deemed necessary in the proper conduct of this organization shall be adopted by the State Executive Board between state conferences. Such rules, regulations, and policies must be published and made available to the membership through chapter advisors and publications.**

**Section 2: Rules, regulations and policies may give further clarification and/or definition to this constitution, but shall not be adopted which are contrary to this constitution.**

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## State Board

### **Administration**

The Business Professional of America (BPA), Montana Association Advisory Board will consist of state officer team president(s), regional, state and national representatives, and the executive secretary of the association (Constitution, Article III, Section 3). The executive secretary will be the individual responsible for the financial duties of the association (Bookkeeping, July 2002). A regional coordinator represents each region. Each region is responsible for selecting its regional coordinator. Additional positions on the board include the Classroom Educators Advisor Council (CEAC) representatives (secondary and postsecondary) (Executive Board Minutes, CEAC Report, July 2007) and the state officer coordinator. Individuals interested in either of these positions should submit a letter of interest to the state advisor upon term completion (State Board, July 2003).

### **Board Structure/Officers**

The BPA Montana Association Advisory Board will have the following board positions: chair person, vice chair person and secretary. The regional coordinator positions are on a four-year rotation schedule (State Board, Officers, August 1999). The CEAC secondary and postsecondary representatives and state officer coordinator are on a three-year rotation schedule. For the purpose of the rotation schedule, the national conference signals the end of a CEAC term. The state officer coordinator's term begins at the incoming state officer installation ceremony and ends at the conclusion of the State Conference three years later (State Board, July 2006). The state officer coordinator position is paid a \$1,500 stipend per year (Executive Board Minutes, State Officer Coordinator Contract, July 2011).

<b>Term completed after national conference</b>			<b>Officers for the summer meeting</b>					
2011-2012		1 & 5	Chair	6	Vice Chair	7	Secretary	1
2012-2013		2 & 6		7		8		2
2013-2014		3 & 7		8		1		3
2014-2015		4 & 8		1		2		4
2015-2016		1 & 5		2		3		5
2016-2017		2 & 6		3		4		6
2017-2018		3 & 7		4		5		7
2018-2019		4 & 8		5		6		8
NLC 2014	CEAC Secondary Term Completed							
NLC 2011	CEAC Postsecondary Term Completed							
May 2014	State Officer Coordinator Term Completed							

### **Travel Expenses**

BPA, Montana Association will reimburse all the board members for mileage, food, and lodging expenses to attend the annual Summer Meeting (Summer Meetings, Travel Expenses, August 1999). Mileage will be reimbursed at the 35¢ standard rate reimbursement for BPA travel (Executive Board Minutes, July 2007).

### **Phone Cards**

Board members will be supplied with phone cards to defray the costs of communicating with other schools while contacting new advisors and promoting BPA to other business teachers (Local/Regional, Phone Cards, Summer 2000).

## **Region and Local Chapter Issues**

### ***Advisor Manual***

A manual will be provided to all Montana BPA chapter advisors. It will be available for download from the Montana BPA website (www.bpamt.org) and will include such things as forms for state conference, a directory of all advisors, calendars of important dates, etc. (State Board, Handbook, August 1999; Executive Board Minutes, Policy and Procedures Handbook/New Advisors Notebook, July 2010). The materials in the binder will be updated annually. The state advisor will send the updated information in the fall mailing to each chapter advisor. The fall mailing will arrive by the first week in September to accommodate the regional fall meetings (State Board, Handbook, Summer 2000).

### ***Regional Coordinators Responsibilities and Duties***

#### **Communication**

The regional coordinators are responsible for getting the information from BPA Montana Advisory Board meetings to the advisors in their respective regions (Local/Regional, Duties & Responsibilities of Regional Coordinators, August 1999).

Notes or minutes from each of the regional fall meetings should be supplied to the state advisor. This will help the state advisor keep informed about each region's conference dates, places, etc. (Local/Regional, Fall Meetings, Summer 2000).

Schools with business programs but not BPA chapters should be contacted by the regional coordinators to determine if more chapters can be brought into the association (Local/Regional, New Members, Summer 2000).

Updated advisor contact information should be supplied to the state advisor (Executive Board Minutes, July 2004).

#### **Fall Meetings**

All chapter advisors will be invited to a fall meeting to discuss issues facing the organization as well as plan for regional competitions. Coordinators should be actively passing information via e-mail and other modes of communication to keep all advisors up-to-date and involved throughout the year (Local/Regional, Duties and Responsibilities of Regional Coordinators, Summer 2000).

#### **Regional Competitions**

All regional competition results must be reported to the state advisor no later than February 1 (Handbook, July 2002).

Membership dues must be paid prior to the regional competition in order for an individual to be eligible to participate in competitive events. A copy of the chapter's membership registration form must be sent to the regional conference coordinator at the time of regional conference registration (Membership Early Registration Incentive, July 2002).

In the event that a student(s) missed a regional conference due to severe weather conditions, a chapter may attend a different regional competition with the approval of the State Advisor (Executive Board Minutes, State Conference Issues, July 2006).

#### **Corporate Sponsorships**

Each region shall work to obtain two corporate sponsorships to apply toward the state conference (State Board, Promotion, Summer 2000).

### ***New Chapters***

The state advisor will have National BPA send starter kits to the new chapters (Local/Regional, New Chapter, August 1999).

### ***Chapters at Nonpublic Schools***

A nonpublic school may apply for a charter chapter with approval of the Business Education Specialist/BPA State Advisor at the Office of Public Instruction. The approval will be based on the nonpublic school's business and information technology education (Handbook, July 2002).

### ***Membership Dues***

All students and advisors involved with the Montana Association of Business Professionals of America must pay annual dues. The state dues are \$7 per year. Membership for both national and state are \$19 total [\$12 national and \$8 state] (National BPA notation re: increase of national dues, July 2008; State BPA notation re: 2011-2012 Adopted Budget, July 11). Membership dues must be paid prior to the regional competition in order for an individual to be eligible to participate in competitive events. A copy of the chapter's membership registration form must be sent to the regional conference coordinator at the time of regional conference registration. The deadline to submit the initial chapter roster and dues is November 15 (Membership Early Registration Incentive, July 2002).

## **State Officers**

### ***State Officer Candidates***

#### **Application**

Candidates for state office will submit a résumé, an application, and Torch Award résumé (State Conference, State Officer Application, August 1999 and State/National Officers Application, State Officer Application, July 2001). The candidate will also be required to submit an electronic résumé to the state advisor. This electronic résumé will then be submitted to local advisors for review by the chapter advisor and voting delegates prior to the state conference (State Officer Selection Process, July 2002).

#### **Candidate Limit**

State officer candidates will be limited to twelve (State/National Officers Application, State Officer Application, July 2001).

#### **Torch Award**

All state officer candidates should have achieved, or being applying for, the Statesman Level of the Torch Award (State/National Officers Application, State Officer Application, July 2001).

### ***Elected State Officers***

The elected state officers of the secondary division shall consist of a President, a Vice President, a Secretary, a Membership Director, a Communications Director, and a Public Relations Director (Constitution, Revised 2002). The defined the roles of each of the positions are as follows:

- **President** - Preside over organization completing all tasks necessary in developing a positive year-long program.
- **Vice President** - The duties of this position include assisting the President at all times in directing the work of the organization, to preside over meeting in his or her absence, and to help keep committees working efficiently.
- **Secretary** - The duties of this office include keeping accurate minutes of all meeting, carry on correspondence of our organization, preside over meetings in the absence of both the President and Vice President, or until a temporary chairman has been chosen. This individual has custody of the constitution, bylaws, and other association reports.
- **Membership Director** - The duties of this office include developing recruitment programs for chapters and regions.
- **Communications Director** - The duties of this office include coordinating buddy chapter correspondence and work with the Public Relations Director in developing the web site. If necessary, this individual will oversee the use of Parliamentary law used in business meetings.

- Public Relations Director - The duties of this office include promotion through a minimum of three newsletters, while aiding in web site development. If necessary, this individual will submit to the officer team any and all information received through the national scene and local members. (2002-2003 State Officer Team Camp Mak-A-Dream)

### ***State President***

The state president is a member of the State Executive Board of Directors with full board privileges and benefits (Constitution, Revised, 2002).

### ***State Vice President***

The state vice president will be in charge of organizing the Torch Award Ceremony at the state conference (State/National Officers Application, State Officer Application, July 2001). Applications for the Statesman Torch Award must be postmarked to the state vice president by February 1 (Handbook, July 2002).

### ***Mileage Reimbursement***

BPA Montana Association will reimburse mileage to help cover the costs of travel incurred by the state officers (State Officers, Mileage Reimbursement, Summer 2000). Mileage will be reimbursed at the 35¢ standard rate reimbursement for BPA travel (Executive Board Minutes, July 2007).

### ***State Conference Registration***

The state conference registration for BPA Montana Association state officers will be waived (State President's Report, Expenses, July 2003).

### ***New Chapter Recruitment***

One trip per state officer for recruitment of new state chapters will be funded by BPA Montana Association (State Officers, Officer Goals, July 2001).

### ***State Officer Code of Ethics***

Newly-elected state officers must sign the State Officer Code of Ethics form. Failure to comply with the code may result in forfeiture of the office (Executive Board Minutes, Review and Approve New State Officer Code of Conduct, July 2005).

## **National Officers**

### ***National Officer Application***

The following standards and criteria have been established for national officer candidates:

- States may only send two candidates.
- Candidate must have evidence of previous leadership roles.
- Candidate must have earned the Statesman's Torch Award.
- Candidate must have been a local officer.
- Candidate needed to be a state officer candidate.
- Candidate needs recommendation from local advisor.
- Candidate needs to include a statement of why he/she is running for national office.
- Candidate needs to state goals for him/herself as a national officer and goals for the national organization.
- Members of the State Executive Board will interview candidates.

(State/National Application, National Officer Application, July 2001).

BPA Montana Association will pay the national conference registration fee for any student running for a national officer position (National Registration Pay Request, July 2003).

## **Workplace Skills Assessment Program**

### ***Recommendation Form***

The Workplace Skills Assessment Program (WSAP) Recommendation form should be completed at the regional, state and national levels. Upon completion, the form should be submitted to the CEAC committee for review (Fall Meetings/Regional Conference, July 2001).

### ***Administration of Competitive Events***

Each state may modify the national competitive event guidelines in the Workplace Skills Assessment Program as needed to accommodate facility and equipment resources. BPA Montana Association has modified the Administrative Support Team competition for state-level competition. Each team will be allotted 30 minutes of preparation time without access to computers and one hour of computer testing time in which each member of the team will have access to a computer (Administration of Competitive Events, July 2003).

Events designated as an "open" event will be offered on Sunday and Monday at the state leadership conference. The top 10 places in each of the "open" events will be recognized during the Monday evening general session with plaques given to the top three winners in each Open Event (Executive Board Minutes, State Conference Issues, July 2006).

Any events with an early submission deadline established for the national leadership conference will also be required to be submitted early for state conference. The state-level entries must be submitted to the Judged Events Coordinator on or before February 7 (Executive Board Minutes, July 2011).

Interview and Advanced Interview event participants will be required to download the application form from the Montana BPA website, compile it with other application materials and submit everything to the Judged Events Coordinator on or before February 7 to ensure consistent and fair grading. The application must be handwritten. (Executive Board Minutes, State Conference Issues, July 2011).

National Leadership Conference guidelines for color and black/white printing must be followed for state competition (Executive Board Minutes, State Conference Issues, July 2006).

No use of the internet will be permitted during competitive event testing. Students are also not allowed to use cell phones during sessions, competitions, or workshops (Executive Board Minutes, State Conference Issues, July 2005).

Disqualification, questions or conflict issues that may arise during the state conference should be brought to the conference committee. If necessary, the state executive board may be required to meet to make a final decision. Judges should not disqualify a student without prior approval (Executive Board Minutes, State Conference Issues, July 2005).

### ***Team Member Substitutions***

At least one member of the original team must advance to the next level of competition in order for the team to qualify to proceed. This pertains to both state and national level Workplace Skills Assessment Program events (Summer Meeting Update, SAAC Report, July 2003).

### ***National Competition***

Students may only participate in one (1) team event at the National Leadership Conference (CEAC Summer Meeting Update, Workplace Skills Assessment Program, July 2001).

### ***Sample Tests***

The state and national-level Workplace Skills Assessment Program tests must be destroyed. Regional tests are available for distribution. The regional coordinator must be contacted to receive copies of the exams (Summer Meeting Update, SAAC Report, July 2003).

## **State Conference**

### ***Conference Committee Structure***

The makeup of the state conference committee will be determined each year by the location of the state conference (State Conference, Conference Committee Structure, August 1999). BPA Montana Association contracts with four (4) individuals to assist with the administration of the Workplace Skills Assessment Program prior to and at the state leadership conference. The four (4) positions are: Judged Events Coordinator, Judged Event Recruiter, Competitive Events Administrator, and the State Conference Registration Coordinator. The compensation for the Judged Event Recruiter, Judged Events Coordinator, Competitive Events Administrator, and the State Conference Registration Coordinator contracts are \$1,200 (Executive Board Minutes, July 2010).

At least one member from each region should be assigned to work in the conference headquarters during the state conference (Executive Board Minutes, State Conference Issues, July 2005).

### ***State Conference Registration Fees***

The state conference planners, usually the state advisor and executive secretary, set the state conference registration fee based on the preliminary budget projections (BPA Financial Report & Budget, July 2002).

### ***Student to Advisor Ratio***

A ratio of no more than 12 students to 1 advisor/chaperone (12:1) is recommended to ensure adequate supervision at the state conference. All advisors/chaperones must pay the state conference registration fee (Executive Board Minutes, Supervision Ratio, July 2005).

### ***Qualifications for State Competition***

The State Competitive Event registration list will be sent to each regional coordinator to double-check for accuracy (Executive Board Minutes, State Conference Issues, July 2006).

### ***Competition Qualifiers/Limits***

The formula for state competition qualifiers is based on the size of the region as reflected by the official national membership numbers reported to the National Center (Executive Board Minutes, State Conference Issues, July 2006):

- **Judged events:**
  - Three (3) qualifiers from each region with up to 150 members
  - Four (4) qualifiers from regions with 151-200 members
  - Five (5) qualifiers from regions with 201+ members
- **Team events:**
  - Two (2) teams qualify for regions with up to 150 members
  - Three (3) teams qualify for regions with 151-200 members
  - Four (4) teams qualify from regions with 201+ members.
- **Occupational and Specialized events:**
  - Five (5) qualifiers for regions with up to 100 members (national membership)
  - Six (6) qualifiers from regions with 101-125 members (national membership)
  - Seven (7) qualifiers from regions with 126-150 members (national membership)
  - Eight (8) qualifiers from regions with 151-175 members (national membership)
  - Nine (9) qualifiers from regions with 176-200 members (national membership)

Ten (10) qualifiers from regions with 201+ members (national membership)  
(State Board, Handbook, Summer 2001).

No more than two (2) teams per school per event can qualify for state (State Board, Handbook, Summer 2000).

A student may sign up for three (3) competitions in the Workplace Skills Assessment Program Events in any category. (Executive Board Minutes, July 2007).

### ***Alternative to the Dance***

As a result of increasing and considerable discussion regarding the dance over the past few years, the Executive Board confirmed that individual chapters may schedule their own activity during this time if they would like to. Increased security will include uniformed security guards, t-shirts for conference participants, and chapter advisors chaperoning the dance. The conference planning committee, along with the state officer team will hire a DJ who will play an appropriate song list and will allow for karaoke. Advisors will monitor student behavior from the DJ stage. All students attending will be required to wear the state conference t-shirt for entry to the dance [*T-shirt will be included with conference registration*]. No alterations should be made to the T-shirts. All advisors with students in attendance at the dance will be required to chaperone (Executive Board Minutes, July 2008).

### ***Workshops***

During the regional advisor meetings, the advisors should discuss possible workshop ideas. A small stipend may be offered to workshop presenters if necessary to offset expenses (Executive Board Minutes, State Conference Issues, July 2005).

## **National Conference**

### ***Coordination of Competitive Events Registration***

All registration forms, housing forms, and tour information that is sent to the national office directly from the individual chapters for the National Leadership Conference must also be duplicated and sent to the state advisor. This must be done to ensure that the state advisor has the proper documentation to deal with all of the problems of registration on site. Changes and corrections cannot be made without the proper documentation (National Conference, Coordination of Competitive Events Registration, Summer 2000).

### ***Competitive Event Drops and 'Bump Ups'***

Student competitive event drops and 'bump ups' must be communicated to the State Advisor by a date decided upon by March 19, 2011. (Executive Board Minutes, July 2011).

### ***Trading Pin Design Contest***

The state Trading Pin Design Contest provides an opportunity for students to create a graphic design promoting the Montana Association of Business Professionals of America used during the National Leadership Conference. The current State Officer Team will choose the winning design. The winner will receive special recognition at the state conference and receive 25 free pins as a 'thank you' (Executive Board Minutes, July 2006).

## **Alumni Program**

### ***Program Overview***

Graduating seniors of BPA Montana Association will be asked to complete an alumni form. This form will be used to develop alumni membership as well as track continuing education plans for former members. These students may elect to become an official member of the Montana BPA Alumni for the following year (Post-Secondary Program, July 2003).

## Middle School Level Program

### ***Pilot Program***

Middle school BPA programs are currently being piloted at Cascade High School and Denton High School. The programs emphasize leadership and implement a mentor program between high school and middle school students, and include limited competitive events. Students are not eligible to attend state conference (Middle Level Program, July 2004). An amendment to the Constitution of Business Professionals of America, Montana Association to charter a middle level program did not pass at the 2005 state leadership conference. Development of a charter and constitution for the middle level program has been postponed (Executive Board Minutes, Middle Level Program, July 2005).

## Postsecondary Program

### ***Program Development***

A charter is in place for Postsecondary BPA. Postsecondary institutions interested in established a BPA chapter should contact the state advisor to discuss interest and opportunities for students (Executive Board Minutes, Post-Secondary Program, July 2005).

## Corporate Sponsorship Program

### ***Program Overview***

There are four levels to the corporate sponsorship program: Bronze, Silver, Gold and Platinum (Corporate Sponsorship, July 2001 and Promotion and Publicity, July 2003).

<b><i>Level</i></b>	<b><i>Sponsor Receives the following:</i></b>			
<b>Bronze</b> \$100 contribution	Name printed in SLC program Recognition at State Conference Opening Session Certificate			
<b>Silver</b> \$250 contribution	Same	Banner		
<b>Gold</b> \$500 contribution	Same	Same	Web Site Plaque	
<b>Platinum</b> \$1,000 contribution	Same	Same	Same	Acknowledgement in local newspaper \$100 scholarship for state winner Recognition on the state conference T-shirt

### ***State Officer Solicitation of Sponsorships***

If a state officer recruits a new corporate sponsor, the state officer would receive 80% of the donation to be applied to national conference travel. Any monies earned over the national travel expense could be applied to the state officer expenses. The money can only be applied to the person selling the corporate sponsorship. The seller would not receive any dollars for in kind donations (State Officers, Corporate Sponsorships, July 2001).

### ***Chapter Solicitation of Sponsorships***

A chapter recruiting a new sponsor would receive 50% of the donation for the first and second year of the sponsorship and 25% for the third year continuing through the life of the sponsorship if the chapter initiates and completes the sponsorship renewal. The chapter's portion of the contribution may be used for chapter expenses and activities. The chapter would not receive any dollars for in kind donations (Executive Board Decision, September 2002 and Executive Board Minutes, Corporate Sponsor Program, July 2004).

### ***Executive Secretary Solicitation and Maintenance of Sponsorships***

If the executive secretary recruits a new corporate sponsor, the executive secretary would receive 20% of the donation. The executive secretary would not receive any dollars for in kind donations. For any renewing corporate sponsor in years following the initial recruitment year, the executive secretary receives 10% of the donation as payment for maintaining the corporate sponsor program (Executive Board Decision, September 2002).

## **Education Partner Program**

### ***Program Overview***

There is one level to the education partner program. Each year, Montana postsecondary education institutions will receive an invitation to participate in the education partner program (Education Partner Program, July 2003). Regional coordinators should make personal contact with the prospective partners to encourage participation in the program (Executive Board Minutes, Education Partner Program, July 2004)

<b><i>Donation</i></b>	<b><i>Education Partner Receives the following:</i></b>
\$200 contribution or equivalent in-kind donation	<ul style="list-style-type: none"><li>• Advertisement in conference program (4 1/2 inches wide by 2 1/4 inches tall).</li><li>• Booth or table at the State Conference location.</li><li>• Recognition during Opening Session.</li><li>• Distribution of materials to conference delegates and/or chapter presidents.</li><li>• Certificate of Appreciation</li></ul>

The state officers will be responsible for creating and presenting the Education Partners certificates of appreciation during the state conference (Executive Board Minutes, Education Partner Program, July 2004).

## **BPA Montana Association Awards and Scholarships**

### ***BPA Montana Association Scholarship***

Up to three scholarships can be given at \$500 each. The state advisor has the authority to look at the State Leadership Conference Profit & Loss projections each year to determine the number of scholarships awarded (State Board, Handbook, Summer 2000). Any graduating senior planning to pursue postsecondary education is eligible to apply for this scholarship (MSU Scholarship Application Process, July 2002).

### ***Montana Silver Star Award for Chapter Development***

This award is given to those Montana Association chapters who actively implement the mission and strategies of the organization. These chapters improve chapter operations using a program of activities that emphasize student, chapter, and community development. Quality standards have been developed in five areas as minimum requirements for recognition in the Silver Star Chapter Award. The five divisions are: student development, chapter development, community development, Special Olympics/Torch Award, and the Spirit of Professionalism Award (Handbook, July 2002). Any chapter meeting the minimum requirements will be recognized at the State Conference and receive a plaque (Executive Board Minutes, Silver Star Chapters, July 2005).

### ***Spirit of Professionalism Award***

This award is given to chapters that show leadership and are active in a variety of ways (State Conference, State Officer Input, Summer 2000).

### ***State Member Recruiter Award***

This award is given to any current state BPA member (except Alumni/Professional members) that recruits a minimum of one new state/national member and completes the required paperwork. Each approved applicant will receive a certificate and be recognized at the State Leadership Conference (Executive Board Minutes, State Conference Issues, July 2006).

### ***Torch Award***

The Torch Award is given to individual members to recognize active participation in Business Professionals of America. Four levels of the Torch Award are given: Executive, Diplomat, Statesman, and Ambassador. Local chapters may distribute the Executive and Diplomat Torch Awards at the chapter level in a manner to be determined by the chapter advisor. The Statesman level award will only be awarded at the state level by the state vice president (Executive Board Minutes, Torch Awards, July 2004). Applications for the Statesman Torch Award must be postmarked to the state vice president by February 7 (Handbook, July 2002; Executive Board Minutes, July 11).

## **Referenced Sources**

Minutes of Meeting, Business Professionals of America, Montana Association Advisory Board, August 8-10, 1999.

Minutes of Meeting, Business Professionals of America, Montana Association Executive Board, Summer 2000.

Minutes of Meeting, Business Professionals of America, Montana Association Executive Board, July 29-30, 2001.

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Business Professionals of America, State Officer Job Descriptions, 2002-2003 State Officer Team, Camp Mak-A-Dream, May 30-31 and June 1-2, 2002.

Minutes of Meeting, Business Professionals of America, Montana Association Executive Board, July 28-29, 2002.

Minutes of Meeting, Business Professionals of America, Montana Association Executive Board, July 27-28, 2003.

Minutes of Meeting, Business Professionals of America, Montana Association Executive Board, July 26-27, 2004.

Minutes of Meeting, Business Professionals of America, Montana Association Executive Board, July 25-26, 2005.

Minutes of Meeting, Business Professionals of America, Montana Association Executive Board, July 27-28, 2006.

Minutes of Meeting, Business Professionals of America, Montana Association Executive Board, July 26-27, 2007.

Minutes of Meeting, Business Professionals of America, Montana Association Executive Board, July 31-August 1, 2008.

Minutes of Meeting, Business Professionals of America, Montana Association Executive Board, July 25-26, 2010.

Minutes of Meeting, Business Professionals of America, Montana Association Executive Board, July 22-23, 2011.