

**BUSINESS**  
*professionals*  
**OF AMERICA**



**Chapter**  
**Parliamentarian**



## **Oklahoma Parliamentarian Handbook**

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## **SECTION ONE GENERAL INFORMATION**

### **Being a BPA Chapter Officer - A Big Responsibility**

#### **Chapter Officer's Conduct**

1. As a chapter officer, you represent the BPA organization.
2. Wherever you may go, people will be watching you. What you do and how you do it must leave a favorable impression. Be mindful at all times that your conduct must never be questioned.
3. When appearing as a chapter officer before any group, regardless of its size, your professional appearance is important. Your hair should always be neat and well groomed. Your shoes should be shined. Women should wear a matching outfit, dress shoes and hose; the men should wear matching trousers and dark socks.
4. The words "please" and "thank you" are to be used often. You will find they pay liberal dividends.
5. Be careful what you say and how you say it.
6. Make the most effective use of your time and money. It is most important that you do your very best at all times.
7. Never commit yourself orally, or in writing, unless you are certain that you are right and have the support and backing of the chapter's membership. Once committed, you must keep the commitment.
8. If you have an appointment, plan to arrive before the appointed time.
9. Make a special effort to remember the names of people you meet. It might be helpful to keep a written record of these individuals for future reference, particularly if you want to send them a "thank you" note. Always be sure you have their name spelled correctly.
11. Be prompt in handling your correspondence. As a chapter officer, you are obligated to give a copy of all correspondence to your chapter advisor. The chapter Secretary should set up a correspondence file for each officer at your school or institution.
12. Make it a point to know as much as you can about all the areas and activities of CareerTech education within your school.
13. If you have the opportunity to visit another chapter, find out as much as possible about the group before you visit, and always recognize the outstanding activities conducted by the group. At all times, you must avoid sarcasm and outright criticism. Make an effort to be helpful to others whenever possible.
14. If you make a speech during your term of office, here are some suggestions:
  - a. Be sure to bring greetings from the rest of your chapter's officers.
  - b. Express appreciation for being invited to participate in the activity.
  - c. Let the audience know you are aware of some of the outstanding activities the group is doing.
  - d. Be sure to express appreciation for the efforts of the VIPs in promoting and assisting the group in its activities.
  - e. Do not talk too long. A five- to eight-minute speech that is well planned in advance and presented effectively will serve the purpose. Remember that banquet programs in particular have a tendency to last too long.
  - f. If you use jokes or stories in connection with your presentation, make certain that they offend no one.

## **Demonstrating Leadership**

1. Be sure you know what you are talking about. You should make every effort to refrain from discussing topics which may be controversial.
2. Stay out of arguments. No one ever won an argument.
3. In making any kind of presentation before a group, never start a sentence with "I think." Discuss some of your chapter or state association activities, some of the outstanding accomplishments by BPA members, and other topics which you know will be of interest to those whom you are addressing.
4. It always pays to be a good listener; but at the same time, be a good conversationalist. It has been said that the secret of success lies in the ability to see things from the other person's viewpoint as well as your own.
5. It is imperative that you avoid a statement which can be interpreted as an endorsement, or implied endorsement, by BPA of any activity unless that activity has been officially approved by your chapter membership and Chapter Advisor.
6. Refer to fellow BPA members as "BPA members." If possible, it is always desirable to call fellow students by their first names.
7. When speaking with or about important or older people, they should be referred to as "Mr.," "Mrs.," or "Miss."
8. When you are talking with other officers in public places, never be critical of anyone and avoid all "griping."
9. It is always appropriate to find something good to say or talk about when discussing items or activities referring to BPA. Avoid making negative comments. In addition, you should avoid the remark, "My chapter does it this way."
10. Make it a point to act interested, to be friendly, and to smile. The words "Sir," "Thank You," and "Pardon Me" are never out of place.

## **Aids for Leadership**

1. Think clearly. Act in good taste.
2. Get the facts and analyze them before you draw conclusions.
3. Develop the habits of cleanliness and orderliness.
4. Establish reasonable goals.
5. Take advice, but do your own thinking.
6. Encourage the other fellow as you go along.
7. Never say "It can't be done" or "I can't do that." Find ways to accomplish appropriate goals.
8. Spend a little less than you make.
9. Make friends and keep the friendship in good repair.
10. Be proud of what you do--take pride in being a chapter officer.

## **Duties and Responsibilities**

1. Be interested in and willing to help other chapter members understand the fundamental purpose of parliamentary law.
2. Become familiar with parliamentary procedure.
3. Be prepared to advise the presiding officer and other chapter members on points of parliamentary procedure.
4. Have reference material pertaining to acceptable parliamentary procedure available to which you can refer, should the need arise.
5. Be ever alert and call the chair's attention to significant irregularities in procedure.
6. Be prepared to explain any irregularity and its effect on the fair and equal rights of all chapter members.
7. Assist in the development of a local chapter Program of Work.
8. Attend and participate in the Fall Leadership Development Conference.
9. Be available, as necessary, to promote the general welfare of BPA.

## **Tools Needed**

As Parliamentarian, you should have access to a copy of:

1. Robert's Rules of Order, Newly Revised
2. BPA: Learn, Grow, Become (Oklahoma Department of CareerTech)

## **Hints for the Parliamentarian**

1. Make sure chapter meetings are conducted in an orderly manner. Know parliamentary law. (Be acquainted with Robert's Rules of Order, Newly Revised.)
2. Enable an assembly to transact business with speed and efficiency.
3. Protect the rights of each individual.
4. Preserve a spirit of harmony within the group.
5. Make sure the will of the majority is carried out, and the rights of the minority preserved.

## **GENERAL RULES AND SUGGESTIONS**

- A question must be first stated by the chair before it is open for debate.
- The maker or mover of a motion cannot amend it or withdraw it after it has been stated by the chair, except by unanimous consent.
- A motion to adjourn, to take from the table, or to lay on the table cannot be renewed unless some business has intervened.
- A question can be reconsidered only once.
- A quorum consists of a majority of the members unless otherwise provided for in the bylaws.
- Without unanimous consent, no member can speak more than once on a subject, except to make an explanation.

- The chair may require important motions and amendments to be made in writing.
- When a motion to adjourn has been made, an appeal or question of order should be entertained by the chair. If the motion to adjourn is lost, they would then be in order.
- A motion to reconsider a vote on a debatable question opens debate on the original motion. A motion to reconsider, however, is undebatable if the question to be considered is undebatable.
- A meeting often finds itself with dead time on its hands, occasioned, perhaps, by waiting for some committee to report, or, in the case of elections, for the ballots to be counted. In such case, a member can make the following motion: “Move that we adjourn to meet at call of the chair.” Or the same objective can be gained by voting to take a recess for a certain length of time.
- The chair should refuse to entertain a motion to adjourn when, in the judgement of the chair, the privilege is being abused and is being used simply to obstruct business, or when the assembly has already refused to sustain a motion to adjourn and has since shown no wish to do so.
- The rules must not be suspended except for a definite purpose and by a two-thirds vote. The proper form of a motion to suspend the rules is: “Move to suspend the rules which interfere with--” then stating or specifying the object of the suspension.
- A motion to amend the minutes can be laid on the table without carrying the minutes.
- If a member wishes to postpone action on some question or subject in a way that it may be taken up later, either at the same or some future meeting, he should make a motion as follows: “I move to lay the question on the table.” This removes the question from consideration until the assembly votes to take it from the table. This motion is not debatable, cannot be amended, or have any other subsidiary motion.
- If it be moved that an amendment be laid on the table and the motion prevails, it carries with it the subject of the question it proposes to amend. Exceptions to this are: When an appeal is laid on the table, it sustains the decision of the chair, at least for that session, and does not carry the original question on the table. And when a motion to reconsider a question is laid on the table, it leaves the original question to the table. And when a motion to reconsider a question is laid on the table, it leaves the original question just where it is.
- The chairman cannot close debate as long as any member desires to speak. If a member claims the floor after the chair has risen to put the question, or even after the affirmative vote has been taken, he has a right (provided the negative has not been put) to the floor for debate or to make a motion.

## TEN RULES OF LEADERSHIP

A LEADER must be . . .

1. **SELF-CONFIDENT** -- Confident from within. Believing in yourself. Getting right up if you're knocked down. Knowing you're good. It means proud, not arrogant.
2. **IN CONTROL** -- A person who can't control himself or herself can't control others. This takes concentration, self-discipline, calmness under pressure, no flying off the handle allowed.
3. **FAIR** -- That means being impartial, tolerant, having a keen sense of justice, being consistent in how you treat problems, people, praise and punishment.
4. **DECISIVE** -- Know how to make decisions, have the courage to make them, to make them quickly, to stand behind those decisions.
5. **PREPARED** -- This is a big one. You have to know your job, you have to know the jobs of those you lead, you have to do your homework, understand goals and priorities and the process of planning. No guesswork allowed.
6. **A TEAM PLAYER** -- You're not a loner--you're part of a team. Be loyal to that team. Listen as well as talk. Motivate. Teach. Tell people why, so they understand their roles on the team.
7. **HONEST** -- With yourself, with others! Integrity is the big one here--character. No one can teach you this. No one can order you to have it . . . it has to come with you and from you.
8. **COMMITTED** -- Ambition, ego, drive, and dedication all come into play here. Commitment means you don't just make goals, you try to reach them. It means you make commitments, not idle promises.
9. **COURAGEOUS** -- Not afraid to fail. Not afraid to admit a mistake. Not afraid to fight for an idea or person you believe in. Not afraid to make an unpopular decision.
10. above all, **HUMAN** -- Strong enough to be gentle. Empathy is important here, understanding that those you work with are people, not machines . . . people have problems. People aren't perfect. Understanding that we're all in it together in this game of life

# Sample Procedures for Conducting a Chapter Meeting

In order to surround the formal planned business and professional meeting with the dignity to which it is entitled, a few suggestions are given here which should assist in developing and improving the procedures currently used.

## Suggested Meeting Procedure

Every chapter should have an established order of business and follow it at all regular meetings. Members then know what to expect and can participate more effectively. The following order is suggested for regular meetings but is, of course, subject to modification to better fit the needs of any particular chapter.

### SAMPLE AGENDA Local High School BPA Chapter October 1, \_\_\_\_

- I. Call to order: President (rap gavel)
- II. Invocation (optional): Chapter officer
- III. Pledge to the flag: Chapter officer
- IV. BPA Creed: Chapter officer
- V. Role call: Secretary
- VI. Approval of Minutes: President/Secretary
- VII. Officers' Reports
  1. President
  2. Vice President
  3. Treasurer
  4. Secretary
  5. Others
- VIII. Committee Reports
  1. Finance
  2. Promotions
  3. Social
  4. Special committees
- IX. Unfinished business
- X. New Business
- XI. Program (optional)
- XII. Announcements
- XIII. Adjournment (rap gavel once)
- XIV. Recreation, Entertainment, Refreshments Procedure in a Typical Meeting



# Sample Chapter Meeting

Local High School or Technology Center BPA Chapter, September 26, 2017

- I. Call to order: President
- II. Opening Ceremony
- III. New Business
  - Send officers to the Fall Leadership Conference
- IV. Closing Ceremony
- V. Recreation, Entertainment, Refreshments Procedure in a Typical Meeting

## Sample Opening Ceremony and Meeting Script

### Equipment and Supplies

American Flag  
Table (if desired)  
Officer chairs (if desired)  
Gavel

### Suggested Procedure

Officers should be seated at the head table or should stand to one side of the lectern.

### President

*(Stands and raps the gavel for attention.)* The meeting will come to order. We are now holding a meeting of Business Professionals of America. Mr./Madam Vice President, what are the major purposes of our professional organization?

### Vice President

We recognize the importance and understand the contributions that have been made to our country by business professionals. We are preparing to take our place in these challenging positions. We work together in Business Professionals of America to develop essential competencies in leadership, scholarship, character, and citizenship so that we may share in the improvement of our economy and the advancement of our nation.

### President

May we accomplish these objectives. Mr./Madam Vice President, will you please present the other officers.

### Vice President

With pleasure, I introduce: *(Introduce in order the President, Historian, Secretary, Treasurer, Parliamentarian, and Vice President. Pronounce the name of each individual and the office held. As each officer is introduced, he or she should stand and remain standing until seated by the President.)* Mr./Madam President, all officers are at their stations.

### President

Will the members and friends please rise and join me in reciting the Pledge of Allegiance to the Flag? *(Raps the gavel three times to call the members and guests to stand. The audience should rise on the third rap of the gavel. All members face the flag with their hands over their hearts to repeat the Pledge of Allegiance to the Flag.)*

### Everyone

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### President

Fellow members and guests, join me in stating why we are here.

**Everyone**

We are met in a spirit of friendship and goodwill as we prepare for careers in a world class workforce. We work together to develop professionalism and leadership through Business Professionals of America and pledge our loyalty to our nation.

**President**

Please be seated. "Mr./Madam Secretary, what is the first item of new business?"

**Secretary** (Rising): "The first item on the agenda is that we send officers to the Fall Leadership Conference" (sits down)

**Treasurer**

(Rising): "Mr./Madam President" (Treasurer remains standing)

**President**

"Treasurer"

**Treasurer**

(Still standing) "I move that we send our chapter officers to the Fall Leadership Conference." (sits down)

**Historian**

(Seated and without being recognized by the President) "I second the motion".

**President**

"It is moved and seconded that we send our chapter officers to the Fall Leadership Conference. Is there any debate?"

**Treasurer AND Historian**

(both rising) "Mr./Madam President" (both remain standing)

**President**

"Treasurer" (Historian resumes his/her seat. The President recognizes Treasurer because he/she made the motion and has the first right to debate it).

**Treasurer**

(Standing) "I believe the training would help our new officers become more familiar with their duties." (sits down).

**Parliamentarian**

(Rising) "Mr./Madam President" (remains standing)

**President**

"Parliamentarian"

**Parliamentarian**

(Standing) "Mr./Madam President, I am opposed to this motion. Sending our chapter officers would require them to miss the pep assembly scheduled for that afternoon. (sits down)

**Vice-President**

(Rising) "Mr./Madam President" (remains standing)

**President**

"Vice-President"

**Vice-President**

(Standing) "Mr./Madam President, I agree with the maker of the motion and wish to speak in favor of the motion. Although the pep rally was scheduled for that Tuesday, it has been rescheduled to that Friday. (sits down)

**Historian**

(Rising) "Mr./Madam President (remains standing)

**President**  
“Historian”

**Historian**  
“I am also opposed to this motion. We have not had a chance to hold any fundraisers yet and do not have the funds at this time to pay the registration fees in our BPA account. (sits down)

**Member1**  
(Standing) Mr./Madam President (remains standing)

**President**  
“Member1”

**Member1**  
(Standing) “I would like to remind the members that we usually sell baked goods at the football home games. This should give us the funds required to send our officers to the conference before the registration deadline. (sits down)

**Member2 and Treasurer**  
(both rising at the same time) “Mr./Madam President” (both remain standing)

**President**  
“Member2” (Treasurer sits down). The President recognized Member2 because Treasurer had already debated this motion and Member2 had not done so.

**Member2**  
“Mr./Madam President, I wish to speak against the motion. Many of our chapter officers would miss a half day of high school AND a half day of tech. This could put them behind in their classes at both places. (sits down)

**Secretary**  
(Rising) “Mr./Madam President” (remains standing)

**President**  
“Secretary”

**Secretary**  
(Standing) “I disagree with the previous speaker’s arguments against this motion. Attending a leadership conference would be an excused absence AND would help make our chapter stronger and more active. Attending this conference would also help our chapter gain special recognition awards at the spring leadership conference. (sits down)

**President**  
“Is there more debate?” (Pause for response) (Silence) Any officer/member at the table may spontaneously debate if they wish.

**President**  
After debate ceases, “The question is on the adoption of the motion that we send our chapter officers to the Fall Leadership Conference. Those in favor of the motion, say ‘Aye’” (Pause for response) “Those opposed, say ‘No’” (Pause for response). The “ayes/noes” have it, and the motion is adopted/lost based on the vote. We will/will not send our chapter officers to the Fall Leadership Conference. Is there further new business or Madame Secretary, what is the next item on the agenda?

## Sample Closing Ceremony

The closing ceremony, when properly presented, will bring a dignified closing to a session or meeting. It is an indication to the members or guests present that all business has been transacted. This is the appropriate time to serve refreshments.

### **Equipment and Supplies**

Gavel

### **The Ceremony**

#### **President**

Mr./Madam Secretary, do you know of any further business which should be transacted at this time?

#### **Secretary**

*(Rises, replies, and sits down.)* I have none, Mr./Madam President.

#### **President**

We are about to adjourn this meeting of the (chapter name, state association name) of Business Professionals of America. As we associate together, let us be supportive of each other as we strive to attain the goals of this organization. *(Pause)* If there is no further business and no objection, the meeting will be adjourned. *(Pause)* I now declare this meeting adjourned. *(Rap gavel once.)*

# OKLAHOMA BUSINESS PROFESSIONALS OF AMERICA BYLAWS (Amended March 7, 2017)

## ARTICLE I. NAME

The official name of this organization shall be the Oklahoma Business Professionals of America, and shall be referred to as Business Professionals of America, Oklahoma Association. The letters "BPA" may be used when referring to the state organization, its local chapters, or to individual members of the local chapters.

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

## ARTICLE III. ORGANIZATION

**Section 1.** Business Professionals of America, Oklahoma Association is an organization of local chapters, each operating in accordance with a charter granted by Business Professionals of America, Inc.

**Section 2.** Business Professionals of America, Oklahoma Association shall have a State Executive Council that will make recommendations to the membership and perform such other duties as designated in the bylaws.

**Section 3.** The administration of this organization shall be vested in the State Executive Council of Business Professionals of America, Oklahoma Association, sponsored by and housed at the Oklahoma Department of Career and Technology Education.

## ARTICLE IV. MEMBERSHIP

- Section 1.** Membership in Business Professionals of America, Oklahoma Association shall consist of mid-level and secondary members of chartered local chapters, and post-secondary members enrolled in a certificate, associate, baccalaureate, or post-baccalaureate degree in a business technology-related program of study accredited by the appropriate state agency, with a career objective of teaching business or employment in a business technology occupation.
- Section 2.** Business Professionals of America, Oklahoma Association shall be open to all students regardless of race, color, religion, national origin or ancestry, age, sex, marital status, creed, sexual orientation, or disability.
- Section 3.** Business Professionals of America, Oklahoma Association membership shall consist of three categories.
- A. Active members shall be middle level, secondary and post secondary students who interested in business and/or business-related careers. Active members shall pay local, state, and national dues as established by Business Professionals of America and will be eligible to serve on a local, state and/or national level leadership team; participate in national award programs; serve as a voting delegate; and otherwise represent at the local, regional, and state levels in Business Professionals of America activities.
  - B. Professional members may be persons or businesses associated with, or participating in, the professional development of Business Professionals of America. Such members may include local and state chapter advisors, business teachers, teacher educators, supervisors, employers and/or supervisors of cooperative education students, advisory committee members, businesspersons, and other persons contributing to Business Professionals of America growth and development. Professional members shall pay dues as established by the State Executive Council but shall be ineligible to participate in competitive events, serve as voting delegates, or hold office.
  - C. Honorary life members may be individuals who are approved by the State Executive Council. Honorary life members shall not be required to pay dues and shall be ineligible to participate in competitive events, serve as voting delegates, or hold office.
- Section 4.** By paying dues and becoming a member of Business Professionals of America, Oklahoma Association, each student agrees to abide by the organization's bylaws, rules and regulations, dress codes, and competitive event guidelines.

## ARTICLE V. LEADERSHIP

**Section 1.** Executive Council. The elected state officers shall, along with the State Advisor and State Program Administrator, serve as the Executive Council of Business Professionals of America, Oklahoma Association.

- A. Meetings of the State Executive Council shall be at the call of the State Advisor.
- B. A Quorum shall be constituted by a majority of the members of the Executive Council for the transaction of business.
- C. Duties of the State Executive Council shall be designated in the bylaws.

**Section 2.** State officers. The elected state officers of Business Professionals of America, Oklahoma Association shall be assigned to the following positions: President, two (2) Vice-Presidents, Secretary, Reporter, and Chaplain, along with a Parliamentarian and Mid-Level Representative to be appointed by the State Advisor.

- A. Election of State Officers shall proceed as follows:
  - 1. The six (6) secondary/post-secondary students receiving the most majority votes at the annual State Leadership Conference shall be elected to the State Executive Council.
  - 2. Only three students may apply and be elected from the same school.
  - 3. No state officer shall hold a national office at the same time he/she is a state officer.
- B. Term of Office. State officers shall be elected for a one (1) year term. The state officer will assume office at the close of the State Leadership Conference at which they were elected and shall serve until the close of the following State Leadership Conference.
- C. Vacancy in Office. In the event of a vacancy in the office of President, the Executive Council, with the approval of the State Advisor, will appoint a current state officer to assume the office of President. A vacancy in any other office may or may not be filled by appointment by the State Executive Council at the discretion and approval of the State Advisor.
- D. Appointment of Parliamentarian. The student scoring the highest on the Parliamentary Procedure written test at or before the State Leadership Conference shall be appointed by the State Advisor to serve as parliamentarian. This student must complete all qualifications to run for state office including applying for office and attending officer screening.
- E. Appointment of Mid-Level Representative. The mid-level candidate scoring the highest on the candidate application shall be appointed by the State Advisor.

- F. Removal from Office. If any officer fails to carry out the duties designated in the organization's bylaws or policies and procedures or exhibits conduct inappropriate of a state officer, he/she may be removed from office by a majority vote of the State Executive Council, or by the decision of the State Advisor or State Program Administrator.

**Section 3.** Advisors.

- A. Local Advisors. Each local chapter shall have an advisor who shall be a teacher at that school who follows Business Professionals of America guidelines.
- B. State Advisor. The State Advisor shall be the administrative chair of the organization and shall have all the duties and powers customarily reserved for this position, including the right to serve as an ex-officio member of all committees. He/She will also serve as an ex-officio, non-voting member of the State Executive Council.
- C. State Program Administrator. The State Program Administrator shall be the chief state officer of Business Professionals of America, Oklahoma Association. He/She will also serve as an ex-officio, non-voting member of the State Executive Council.

ARTICLE VI. QUALIFICATIONS FOR STATE OFFICE

**Section 1.** Qualifications for State Office. To be eligible for state office, candidates must meet all qualifications as established by the State Executive Council.

- A. Only those applicants who are present at the State Leadership Conference and who are officially certified by the Officer Screening Committee shall be eligible for nomination.
- B. The candidate(s) shall be a(n):
  - 1. Mid-level or secondary student when they apply for office who shall:
    - a. be enrolled in a business technology-related course throughout his/her term of office;
    - b. be recommended by his/her local chapter advisor and school administration and be endorsed by his/her chapter;
    - c. file an official application according to the policy adopted by the State Executive Council; and
    - d. remain an Oklahoma resident during his/her term of office;
  - 2. OR a post-secondary student who shall:
    - a. be enrolled in a business technology-related course throughout his/her term of office;
    - b. if from a chartered chapter, be recommended by his/her local chapter advisor and school administration and be endorsed by his/her chapter; if from a 2- or 4-year post-secondary institution without a chartered BPA chapter, be endorsed by the state advisor;



- c. file an official application according to the policy adopted by the State Executive Council; and remain an active Oklahoma BPA member during his/her term of office;

**Section 2.** Campaign Guidelines. Campaign guidelines shall be determined by the State Executive Council, with the approval of the State Advisor.

**Section 3.** State Officer Deposits. Each state officer shall pay a monetary deposit for officer materials, as determined in the campaign guidelines.

## ARTICLE VII. DUTIES OF STATE OFFICERS

**Section 1.** President. It shall be the duty of the State President to preside at all business meetings; preside over all Executive Council meetings; with the approval of the State Executive Council and State Advisor, establish and appoint members and chairs of appropriate committees for a period not to exceed his/her term of office and assist these committees in their activities; serve as an ex-officio, nonvoting member of all committees; perform other duties of a presiding officer; and promote the general welfare of Business Professionals of America, Oklahoma Association.

**Section 2.** Vice-Presidents. It shall be the duties of the Vice-Presidents to serve in any capacity as directed by the President; accept the responsibilities of the President as occasions may demand; assist in compiling and publishing the State Association Annual Report; serve as liaison between local members and the State Executive Council; contact each assigned local chapter at least once each month; and promote the general welfare of Business Professionals of America, Oklahoma Association.

**Section 3.** Secretary. It shall be the duty of the Secretary to keep an accurate record of all business and Executive Council meetings; promptly submit one (1) printed copy of the minutes and any substantiating reports to the President, State Executive Council, and the State Advisor; and promote the general welfare of Business Professionals of America, Oklahoma Association.

**Section 4.** Reporter. It shall be the duty of the Reporter to prepare and submit the organization's news to all news media; serve as the public relations liaison to other state associations and the national organization; compile local chapter activity news for the state newsletter; and promote the general welfare of Business Professionals of America, Oklahoma Association.

**Section 5.** Chaplain. It shall be the duty of the Chaplain to be in charge of appropriate devotional exercises for council meetings and state association meetings; document and submit all historical events such as conferences, meetings, etc. to the state chapter; compile local and state chapter activities for the state scrapbook; be available for promoting the general welfare of chapter meetings; provide inspiration and encouragement to the State Executive Council; serve as a liaison to middle level chapters; and promote the general welfare of Business Professionals of America, Oklahoma Association.

**Section 6.** Parliamentarian. It shall be the duty of the Parliamentarian to advise the President and other association members on the orderly conduct of business in accordance with the organization's bylaws and the current edition of Robert's Rules of Order, Newly Revised; be responsible for the general conduct at all business and Executive Council meetings; rule on rules of order, should the occasion arise, during business meetings; and promote the general welfare of Business Professionals of America, Oklahoma Association.

**Section 7.** Mid-Level Representative. It shall be the duty of the mid-level representative to aid in the overall success of the State Executive Council by assisting in the taking of minutes, gaining a foundational knowledge of basic parliamentary procedure, attending all mandatory events as established by the State Advisor, providing vital opinions and perspectives representative of the mid-level division, and promoting the general welfare of Business Professionals of America, Oklahoma Association.

**Section 8.** All officers are subject to other duties as designated by the President or the State Advisor.

#### ARTICLE VIII. NATIONAL OFFICER CANDIDATES

**Section 1.** National Officer Candidate. National officer candidates shall be approved by the State Executive Council.

#### ARTICLE IX. MEETINGS

**Section 1.** The Fall and State Leadership Conferences shall convene annually as determined by the State Executive Council.

**Section 2.** Fall Leadership Conference. The State Executive Council, the State Advisor, and the contracted service providers shall conduct the Fall Leadership Conference. Each local chapter in good standing shall be entitled to send delegates, who shall be chosen from the active members, to the conference.

**Section 3.** State Leadership Conference. The State Executive Council, the State Advisor, and the contracted service providers shall conduct the State Leadership Conference. Each local chapter in good standing shall be entitled to send delegates, who shall be chosen from the active members, to the conference.

#### ARTICLE X. VOTING

**Section 1.** State Voting Delegates.

A. Each local chapter in good standing with up to 50 members shall be entitled to send two voting delegates, who shall be chosen from the active members, to the State Leadership Conference. For every 50 more members, chapters will be allowed one (1) voting delegate.

**Section 2.** National Voting Delegates.

- A. All voting delegates shall be active members attending the National Leadership Conference and be appointed by the state program administrator and state advisor.

ARTICLE XI. DUES AND FINANCE

**Section 1.** The membership year shall be July 1 through June 30.

**Section 2.** The State Executive Council will determine annual dues for Business Professionals America, Oklahoma Association. The respective local chapters will determine annual local dues.

- A. State and national dues for all active local chapter members must fully accompany the official Business Professionals of America membership application by the deadline of each membership year.
- B. Only registered members on the official membership application with full local and state dues paid shall be delegates to the State Leadership Conference.

ARTICLE XII. EMBLEM AND COLORS

**Section 1.** The emblem of Business Professionals of America, Oklahoma Association shall be the official emblem of the national Business Professionals of America, Inc.

**Section 2.** The official colors of Business Professionals of America, Oklahoma Association shall be navy blue, tan, and red.

**Section 3.** All active, professional, and honorary members and advisors, whose dues are fully paid, shall be entitled to wear or otherwise display the emblems and insignia.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern Business Professionals of America, Oklahoma Association in all cases to which they are applicable and in which they are not inconsistent with this constitution, bylaws, and any special rules of order which Business Professionals of America, Oklahoma Association may adopt.

ARTICLE XIV. AMENDMENTS

Proposed amendments to this constitution shall be presented in writing to the State Advisor at least 60 days prior to the Fall or State Leadership Conference. The State Advisor shall submit the proposed amendments to the Advisory Council for approval. The approved proposed amendments will then be published and circulated to all chapters for consideration at least 30 days prior to the conference. A two-thirds affirmative vote of the voting delegates present and voting at the Leadership Conference shall be required for adoption. No amendment shall be in conflict with the purposes of Business Professionals of America, Oklahoma Association as stated in Article II.