

BUSINESS *professionals* **OF AMERICA**

**Today's students.
Tomorrow's business professionals.**



**DELAWARE ASSOCIATION
Chapter Management Manual
2011 - 2012**

Delaware Department of Education

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Secretary of Education

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The Delaware Association of Business Professionals of America is a resource and support organization that does not select, control or supervise local chapter or individual member activities except as expressly provided for in Delaware Association of Business Professionals of America's constitution, bylaws, or policies

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This manual was developed by the Business Professionals of America, Delaware Association, State Advisor and was funded in part through a grant from the United States Department of Education.

Introduction

State Staff

The State Staff headquarters at the Delaware Department of Education consists of the following individuals:

Position	Name
State Advisor	Lisa Stoner-Torbert
SOLT Advisor	Jennifer Crouse
Conference Activities	Derrick Giuttari
State CEAC Representative / Competitive Events Coordinator	Angie Hewes
Special Recognition Activities / Torch Awards	Lisa Stoner-Torbert
Administrative Assistant	Jennifer Roussell
Student Activities	Frank Ingram

Theme

The 2011-2012 National and State BPA Theme is *“Reach New Heights.”*

Pledge

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.

Creed

I believe in the future which I am planning for myself in the area of business occupations and in the opportunities which my vocation offers.

I believe in fulfilling the highest measures of service to my vocation, my fellow beings, my country, and my God.

I believe in the democratic philosophies of private enterprise and competition and in the freedom of this nation and that these philosophies allow for the fullest development of my individual abilities.

I believe that by doing my best to live according to these high principles I will be of greater service to both myself and to mankind.

Official Colors - Navy, Tan, and Red

The navy blue signifies the success achieved through leadership and professionalism. Tan represents the bountiful fields of opportunity in America. The red symbolizes the friendship obtained through devotion and teamwork in our organization.

Meaning of the Organization’s Name

Business

- the fields for which we prepare our students; emphasizes that we educate our members to work efficiently, not only in an office setting, but also in a wide variety of business situations;

Professionals

- our students indicate they join to take advantage of a wide variety of professional development opportunities;

of America

- symbolizes pride in our country and its free enterprise business system.

Using an acronym (BPA) to identify the organization is acceptable in casual conversation and personal correspondence. The acronym is not acceptable for printed communication.

National Publications to be used for chapter reference include the *Special Recognition/Torch Awards Handbook* and *Workplace Skills Assessment Program Guidelines*. Additional information regarding national programs can be found on the National Center website at <http://www.bpa.org> and Delaware BPA State Officer Website at <http://www.delawarebpa.org>.

The **Board of Directors**, Business Professionals of America, Delaware Association, consists of highly dedicated members of the Business Education Community. The Board consists of the following representation: three advisors from each county; the state president of Business Professionals of America, Delaware Association; three members at-large; the state advisor and assistant advisors; and the state CEAC representative. This body meets a minimum of four times during a school year. Advice and consent of the year’s activities shall be vested in the Board, which also serves as a liaison between local Advisors and the SOLT.

The **State Officer Leadership Team (SOLT)** is composed of the following elected officers of the State Association: President, Vice-President, Secretary, Treasurer, Historian, Reporter, and one Regional Director from each county. Officers are elected to a position on the State Officer Leadership Team by their peers at the Annual State Leadership Conference. Once elected to the team, the officers are slotted to specific positions based on voting plurality, preference for office and the needs of the organization.

The **Executive Council** is composed of the State Officer Leadership Team (SOLT), the State Advisor and Assistant State Advisor. The administration of Business Professionals of America, Delaware Association is vested in the State Executive Council. The year's program of work activities was developed through this body.

Summer Leadership Training is provided annually over a period of five days to the newly elected State Officers. Prior to this training the officers have already met in a transitional meeting with the recently retired State Officer Leadership Team to learn the responsibilities of their office and to acquire information necessary to effect a smooth transition to the next academic year. During the Summer Training the new State Officers are trained in leadership and teamwork, develop their program of work for the next academic year and plan the agenda as well as the specifics for the Fall Leadership Conference. It is only after the Summer Training is completed that the State Advisor will allow the State Officers to officially assume the title "State Officer Leadership Team."

The **Fall Leadership Conference**, held in the month of October or November, is a developmental conference used to train Chapter Officers and members regarding the duties and responsibilities of membership in the State Association. The conference provides opportunities for students to attend seminars in a variety of related subject areas which will help them assume the elected roles which they hold within their chapters, as well as plan and implement a program of work for their local chapter membership.

State Testing/Grading Days are held in mid-February and always prior to the State Leadership Conference. Due to the size and scope of the Competitive events program and the limited amount of time available at the State Leadership Conference, the Board of Directors for the State Association hold the computerized and accounting competitive event program at a minimum of three testing sites throughout the state. Local Chapters send their students to these sites to compete in the computer oriented competitive events and then the tests are transferred to a central grading site where all business education teachers are invited to participate in the grading process. Since the tests are identified by number only, confidentiality and test security is maintained through the office of the State Advisor. Students are recognized for their success at the State Leadership Conference.

The **State Leadership Conference** is a self-supporting event held annually in late February and/or early March. It is the official State Association Business Meeting. Formal Sessions are held, guest speakers are invited and a program of activities is held. Major activities include a program of Competitive Events, Special Recognition Awards presentations and a Grand Awards Ceremony. This conference is usually an overnight activity with students chaperoned by local advisors, business education faculty, state staff and parents. The State Officers for the next year are also elected during this event. **PLEASE NOTE:** In ALL contests, students must have scored **at least 50%** of the total possible points (for their individual or team event) to be **recognized** at the State Leadership Conference and to be **eligible** to compete in that event at the National Leadership Conference. This includes computer, judged, and general events.

Inclement Weather – State Testing - The schools involved at each site will make the decision as to cancellation/rescheduling of events and contact the state advisor.

Inclement Weather - State Grading/State Leadership Conference – The state advisor, CEAC representative and board chairman will make a joint decision as to the cancellation/rescheduling of events. Local radio and television stations will be notified of this decision.

The **National Leadership Conference** is the annual meeting of the national association membership and advisors to discuss activities, elect national officers, develop leadership skills, participate in competitive events and share in fellowship. This year's National Leadership Conference (NLC) will be held in Chicago, IL. Conference dates for all divisions are April 25-29, 2012. This National Leadership Conference has been approved by the National Committee of Contests and Activities of the NASSP and has been placed on the NASSP National Advisory List of Contests and Activities for 2011-2012.

The **Torch Awards and Special Recognition Programs** recognize outstanding active chapters and members on the local, regional, state and national levels. Achievement is based on member's involvement. The complete guidelines for the Torch Awards Program can be found in the national center's publication: **Special Recognition/Torch Awards Handbook**, available at <http://www.bpa.org>.

The **National Professional Cup** is a yearly award given to a State Association based on overall involvement by that state's chapter in Special Recognition Activities and associated leadership & competitive events. The same state association cannot win this award two years successively. Delaware is the only five-time winner of this prestigious award.

What types of activities does the organization sponsor?

All activities are designed to contribute to the overall goals of the organization and personal development of the student. The program of work includes five different types of activities:

- Civic / service activities that aim to provide a service to the chapter, to the school, to the community, and to the country.
- Social activities, which provide opportunities for members to develop skills in interpersonal relationships.
- Professional activities, which help students to develop, career skills and an awareness of the expectations of employers.
- Financial activities, which are designed to help the organization finance its activities.
- Entrepreneurial activities, which are designed to help the student learn about free enterprise.

Benefits of the Organization:

-- To the Student

Business Professionals of America benefits student members through participation, socialization, leadership, education, competition, reward, cooperation, understanding, spirit of belonging, confidence, competence, and recognition. All of these benefits help to ensure a better student and a more competent, well-adjusted worker of the future.

-- To the Community

Business Professionals of America has a beneficial effect on the growth and development of communities by involving students in civic activities, supplying greater numbers of trained employees, and promoting organizational cooperation.

How are state-level activities financed?

The State Association obtains funds from the following major sources: State Appropriations, Conference registrations, State Fund-Raiser activities, Corporate and Private donations and support.

Funds are dispersed to the following major expense accounts: State Officer Expenses, Fall Leadership Conference Expenses, State Leadership Conference Expenses, National Conference Expenses and Transportation, Joint Vocational Student Organization Activities and Expenses.

Business Professionals of America Membership

Middle Level

The Middle Level Division is for middle school students enrolled in State approved business education courses.

Secondary

The Secondary Division is for high school students enrolled in State approved business programs.

Post-Secondary

The Post-Secondary division is for students enrolled in approved post-secondary business or vocational business programs at two and four year colleges and universities.

Alumni

The alumni division is for former Business Professionals of America or Office Education Association members who want to continue their affiliation.

Professional

The professional division is for advisors, other teachers, businesspersons, and school officials who desire an association with Business Professionals of America but who do not qualify for any of the above memberships. Professional memberships are broken down into four classifications: Chapter Advisors, School Administrators and Business Persons, Businesses & Corporations, Other Teachers.

For further information about Delaware Middle Level or Secondary Divisions contact:

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HISTORY

At the American Vocational Association meeting in 1964, it was suggested that a study group be established to see if state supervisors of office education wanted a youth group similar to those serving other curriculum areas of vocational education. The study covered 43 states and indicated that 67% of the supervisors wanted a vocational youth group for the students of office occupations. In 1965 another survey confirmed this desire and stipulated that the group be restricted to those in office occupations education. The same year the state supervisors of office education met to develop guidelines for their field. Among the items included was an endorsement of a youth group that would be an integral part of the educational process.

In July of 1966 the Vocational Office Education Clubs of America was formed. This parent group of the Office Education Association was formed by the States of Kansas, Iowa and Wisconsin. VOECA called a meeting in August in 1966 for youth group representatives from all of the occupational areas to help decide what would be the most effective means for implementation and development of the office occupations youth group. After intensive efforts by a number of interested people, articles of incorporation were filed in Wisconsin for the Office Education Association.

The first three states to become affiliated were Iowa, Kansas, and Wisconsin. The Office Education Association joined the family of Vocational Student Organizations - FFA for Agriculture, FHA for Home Economics and Related Occupations, DECA for Distributive Education and VICA for Trade and Industrial Education - as the newest Vocational Student Organizations.

A national office was established in Columbus, Ohio in 1971 with a part-time Executive Director. A full-time Executive Director was employed in 1973. In order to provide a means for students to maintain their involvement in OEA, the Alumni Division was approved by the Board of Directors in 1971. The Collegiate Division, established in 1975, serves the needs of future vocational business and office education teachers as well as those of business administration students.

The National Business Advisory Council (NBAC) was established to provide a liaison between business and industry and the Board of Directors. The committee, comprised of representatives from various segments of the business world, communicates information about changes in office occupations. The Competitive Events Advisory Committee (CEAC) was initiated to serve as a liaison between the representatives from each division of affiliated states. Later, this group was renamed the Classroom Educators' Advisory Council.

In 1983, the Office Education Association purchased a building at 5454 Cleveland Avenue in Columbus, Ohio. Dedication ceremonies of the OEA National Center were held on July 12, 1983.

In **1988**, the Office Education Association changed its name to **Business Professionals of America**.

The following locations were and have been selected for national conferences:

Year	Location	Dates
2012	Chicago, IL	April 25 – 29
2013	Orlando, FL	May 8 – 12
2014	Indianapolis, IN	April 30 – May 4
2015	Anaheim, CA	May 6 – 10
2016	Boston, MA	May 5 – 9

Participation during each National Leadership Conference includes the following activities:

- general sessions
- keynote speakers
- campaigning for and election of new national officers
- competitive events
- awards presentations
- meal functions
- seminars and mini-sessions
- exhibits and job fairs
- tours
- advisor workshops

EDUCATION FOR BUSINESS CAREERS

The overall purpose of education for business careers is to provide individuals with skills and abilities to meet local, state, and national needs for business and office workers. It is for all citizens who want, need, and can profit from this instruction. Realistic consideration is given to the needs and opportunities of the employment market. It also provides for business and office workers a balanced program of business education to support the economic and defense needs of our nation.

Business, as the facilitating factor in our society, makes possible the achievement of the goals of the production and distribution factors in our economy. Business gets the right thing to the right place at the right time, and it provides management with the data upon which to base decisions.

Business careers education is making important strides in breaking away from traditional subject-oriented curricula. The curricula are sequences of educational experiences related to occupational objectives which have been formulated through an analysis of behavioral requirements (duties, skills, abilities, and attitudes) of business careers. The instructional sequence is a balance of business principles from which the student learns about the environment he or she will face in business; occupational specialization to acquire skills necessary to succeed in a business career; realistic “in-school” and in-business” experiences with necessary supervision, direction and coordination; and coordinated youth group activities based upon the student’s career objective. All are an integral part of the curriculum.

Education for business careers is a vocationally oriented program stressing the career objective of the individual student. It is not a terminal program in a conventional sense of the word because the individual determines the level of training he or she wishes to obtain through a program that extends from routine business activities to complicated administrative positions.

The major purpose of the secondary level office occupations program is to provide entry-level office workers. Business education is based upon the general education required of all students at the school and the basic business education offerings available as part of the academic program, plus business principles, occupational specialization, and realistic business experiences provided in the business education program. The business occupation portion of the student’s education is specifically related to the career objective of the student.

A secondary program must be in conformity with the state plan and may extend over a one two-, three-, or four-year period for those with career objectives in business careers.

Mission

The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

Vision Statement

Business Professionals of America will be a cohesive agent in the worldwide networking of education, business and industry.

Business Professionals of America will be the leading student organization in preparing a world-class workforce.

Business Professionals of America will set a standard of excellence for vocational student organizations.

Goals

The Secretary’s Commission on Achieving Necessary Skills (SCANS) has been adopted as strategic direction for: a certification program, competitive events, leadership, and direction for interaction with business, career job preparation, and workplace competencies.

**DEPARTMENT OF EDUCATION
College and Workforce Readiness Branch
Career, Technical & Title I Resources**

**BUSINESS PROFESSIONALS OF AMERICA
PROGRAM OF WORK
2011– 2012**

JUNE 2011

DATE	ACTIVITY	LOCATION
June 6, 2011 (Monday)	Board of Directors' Meeting 4:00 pm – 7:00 pm	John Collette Education Resource Center Conference Room C
June 16-18, 2011 (Thursday - Saturday)	Joint State Officer Leadership Team Summer Training 8:30 am – 3:30 pm	Sheraton Dover Hotel
June 20-22, 2011 (Monday - Wednesday)	State Officer Leadership Team Summer Training 8:30 am – 3:30 pm	Belmont Hall Smyrna, DE

JULY 2011

AUGUST 2011

August 2, 2011 (Tuesday)	State Officer Leadership Team Meeting 9:30 am – 8:00 pm	335 Grey Fox Lane, Dover
August 23, 2011 (Tuesday)	State Officer Leadership Team Meeting 10:00 am – 2:00 pm	TBD

SEPTEMBER 2011

September 19, 2011 (Monday)	Board of Directors' Meeting 4:00 pm – 8:00 pm	John Collette Education Resource Center Conference Room C
September 19, 2011 (Monday)	State Officer Leadership Team Meeting 4:00 pm – 8:00 pm	John Collette Education Resource Center Conference Room D
September 21, 2011 (Wednesday)	DEADLINE Statewide Advisors' Meeting RSVP with Total School Attendance	Contact State Office jroussell@doe.k12.de.us
September 26, 2011 (Monday)	Statewide Advisors' Meeting Middle Level & Secondary 5:00 pm – 7:00 pm (Registration 4:45 pm)	John Collette Education Resource Center Conference Room A & B

OCTOBER 2011

DATE	ACTIVITY	LOCATION
October 14, 2011 (Friday)	DEADLINE (Registration & Fees) Fall Leadership Conference	Department of Education State office by October 14
October 17, 2011 (Monday)	State Officer Leadership Team Meeting 4:00 pm – 8:00 pm	John Collette Education Resource Center Conference Room C
October 31, 2011 (Monday)	Fall Leadership Conference Middle Level (BPA, FCCLA, TSA) 9:00 am – 3:00 pm (required)	Sheraton Dover Hotel

NOVEMBER 2011

November 1, 2011 (Tuesday)	Fall Leadership Conference Secondary (BPA & DECA) 9:00 am – 3:00 pm (required)	Sheraton Dover Hotel
November 21, 2011 (Monday)	State Officer Leadership Team Meeting 4:00 pm – 8:00 pm	John Collette Education Resource Center Conference Room C

DECEMBER 2011

December 19, 2011 (Monday)	State Officer Leadership Team Meeting 4:00 pm – 8:00 pm	John Collette Education Resource Center Conference Room C
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JANUARY 2012

January 5, 2012 (Thursday)	Middle Level Advisors' Meeting 4:30 pm – 6:30 pm	John Collette Education Resource Center Conference Room B
January 9, 2012 (Monday)	Secondary Advisors' Meeting 5:00 pm – 7:00 pm (Registration 4:30 pm) Board of Directors' Meeting 7:00 pm – 9:00 pm	John Collette Education Resource Center Conference Room B
January 17, 2012 (Tuesday)	State Officer Leadership Team Meeting 4:00 pm – 8:00 pm	John Collette Education Resource Center Conference Room D
January 17, 2012 (Tuesday)	DEADLINE - State Officer Candidate Nomination Packets	Must be received in State Office by January 17

Note: State Officer Candidates MUST be able to attend the Information Session January 23, 2012 ~ 4:00 – 5:30 pm!

JANUARY 2012 (Continued)

DATE	ACTIVITY	LOCATION
January 17, 2012 (Tuesday)	DEADLINE (Registration) State Leadership Conference	Must be Entered on Web Site by January 17
<i>Please Note: SLC Registration will NOT be accepted after Thursday, January 19, 2012! (Late Registration Fee Applies!)</i>		
January 23, 2012 (Monday)	State Officer Leadership Team Candidate Information Session 4:00 pm – 5:30 pm State Officer Leadership Team Meeting 5:30 pm – 8:30 pm	John Collette Education Resource Center Conference Room B
January 31, 2012 (Tuesday)	DEADLINE (Fees)	Must be received in State Office by January 31

FEBRUARY 2012

February 2, 2012 (Thursday)	State Testing Day 8:30 am	County Sites
February 6, 2012 (Monday)	DEADLINE – Torch Awards	Must be Verified by Local Advisor by NO LATER THAN 11:59 PM
February 6, 2012 (Monday)	DEADLINE Special Recognition Award Applications Competitive Event Submissions <i>Refer to Conference Registration for specific event information to be submitted</i>	Due NO LATER THAN 11:59 PM
February 8, 2012 (Wednesday)	State Grading Day 8:30 am - ?	John Collette Education Resource Center Conference Room A & B
February 13, 2012 (Monday)	State Officer Leadership Team Meeting 4:00 pm – 8:00 pm	John Collette Education Resource Center Conference Room C
February 28, 2012 (Tuesday)	State Officer Leadership Team Pre-Conference Meeting 5:00 pm – overnight	Dover Sheraton Hotel Dover, DE
February 29, 2012 (Wednesday)	State Leadership Conference Middle Level Division 9:00 am – 4:00 pm	Dover Sheraton Hotel Dover, DE

MARCH 2012

DATE	ACTIVITY	LOCATION
March 1, 2012 (Thursday)	State Leadership Conference Secondary Division 8:00 am – 11:00 pm	Dover Sheraton Hotel Dover, DE
March 2, 2012 (Friday)	Awards Breakfast Secondary Division 9:30 am – 12:00 pm	Dover Sheraton Hotel Dover, DE
March 19, 2012 (Monday)	State Officer Leadership Team Meeting 4:00 pm – 8:00 pm	John Collette Education Resource Center Conference Room C

APRIL 2012

April 16, 2012 (Monday)	State Officer Leadership Team Transition Meeting 4:00 pm – 8:00 pm	John Collette Education Resource Center Conference Room C
April 25–29, 2012 (Wednesday – Sunday)	Business Professionals of America National Leadership Conference	Chicago, IL

MAY 2012

TBD	Legislative Appreciation Day (2011-2012 State Officers Only)	Legislative Hall Dover, DE
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JUNE 2012

TBD	Board of Directors Meeting 3:30 pm – 6:00 pm	TBD
June 18-22, 2012 (Monday – Friday)	State Officer Training – Mandatory	TBD

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**BUSINESS PROFESSIONAL OF AMERICA
DELAWARE ASSOCIATION**

2011 – 2012

STATE OFFICER LEADERSHIP TEAM

OFFICE	NAME	SCHOOL	ADVISOR
STATE PRESIDENT	Randy Shephard randy.s.shephard@gmail.com	Appoquinimink High School 1080 Bunker Hill Road Middletown, DE 19709 Phone: (302) 449-3840 Fax: (302) 378-5130 SLC Code: N120	Cheryl Apparicio Appoquinimink High School Matt Burrows, Superintendent Gayle Rutter, Principal
STATE VICE PRESIDENT	Myranda Hall myranda.hall@yahoo.com	Sussex Central High School 26026 Patriots Way Georgetown, DE 19947 Phone: (302) 934-3166 Fax: (302) 934-3234 SLC Code: S790	Joe Parker Sussex Central High School Susan Bunting, Ed.D., Superintendent Jack Owens, Principal
STATE SECRETARY	Emily Sullivan emilysullivan922@gmail.com	Lake Forest High School 5407 Killens Pond Road Felton, DE 19943 Phone: (302) 284-9291 Fax: (302) 284-5833 SLC Code: S690	Corey Yanoshak Lake Forest High School Daniel Curry, Ed.D., Superintendent John Filicicchia, Principal
STATE TREASURER	Alexis Harvey Anachelle26@gmail.com	Caesar Rodney High School 239 Old North Road Camden-Wyoming, DE 19934 Phone: (302) 697-2161 Fax: (302) 697-6888 SLC Code: D280	Holly Strickland Caesar Rodney High School Kevin Fitzgerald, Ed.D., Superintendent Elvina Knight, Principal
STATE HISTORIAN	Colin Hovel chovel@aol.com	Smyrna High School 500 Duck Creek Parkway Smyrna, DE 19977 Phone: (302) 653-8581 Fax: (302) 653-3139 SLC Code: N460	Angie Hewes Smyrna High School Deborah Wicks, Superintendent Anthony Soligo, Principal

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**BUSINESS PROFESSIONALS OF AMERICA
DELAWARE ASSOCIATION
2011 – 2012 BOARD OF DIRECTORS**

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School
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Phone Number
FAX Number
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<p>Angie Hewes, (Kent Country), CEAC Representative Smyrna School District Smyrna High School 500 Duck Creek Parkway Smyrna, DE 19977-8581 Phone: (302) 653-8581 FAX: (302) 653-8670 SLC Code: N460 E-mail: hewesangie@smyrna.k12.de.us</p>	<p>Lisa Stoner-Torbert, Delaware State Advisor Delaware Department of Education Career, Technical & Title I Resources John Collette Education Resource Center 35 Commerce Way, Suite 1 Dover, DE 19904 Phone: (302) 857-3320 FAX: (302) 739-1780 SLC Code: N510 E-mail: lstoner@doe.k12.de.us</p>
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2011 – 2012 Rules Committee	
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<p>Myranda Hall , SOLT Vice President</p>	<p>Emily Sullivan, SOLT Secretary</p>
<p>Scott Green, BOD (New Castle County)</p>	<p>Andy Feightner, BOD (Sussex County)</p>
<p>Lisa Stoner-Torbert, State Advisor</p>	

**BUSINESS PROFESSIONALS OF AMERICA
DELAWARE ASSOCIATION**

2011 - 2012 LOCAL CHAPTER ADVISORS

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Appoquinimink High School Phone: (302) 449-3840 FAX: (302) 378-5130	Cheryl Apparicio cheryl.apparicio@appo.k12.de.us Veronica Marine veronica.marine@appo.k12.de.us
Everett Meredith Middle School Phone: (302) 378-5002 FAX: (302) 378-5008	Grant Foulk grant.foulk@appo.k12.de.us
Redding (Louis L.) Middle School Phone: (302) 378-5030 FAX: (302) 378-5080	Kathryn Gretchen kathryn.gretchen@appo.k12.de.us
Waters (Alfred G.) Middle School Phone: (302) 449-3490 FAX: (302) 449-3496	Linda Prickett linda.prickett@appo.k12.de.us

BRANDYWINE SCHOOL DISTRICT	
Brandywine High School Phone: (302) 479-1600 FAX: (302) 479-1604	Laura Francis laura.francis@bsd.k12.de.us
Concord High School Phone: (302) 475-3951 FAX: (302) 529-3094	Uchechi Amudipe uchechi.amudipe@bsd.k12.de.us Barbara Everett barbara.everett@bsd.k12.de.us
Mt. Pleasant High School Phone: (302) 762-7125 (Ext. 2110) FAX: (302) 762-7042	Roxanne King roxanne.king@bsd.k12.de.us
PS duPont Middle School Phone: (302) 479-1631 FAX: (302) 479-1643	Renay Mercer-Gore renay.mercergore@bsd.k12.de.us
Springer Middle School Phone: (302) 479-1621 FAX: (302) 479-1628	Barbara Lunsford barbara.lunsford@bsd.k12.de.us
Talley Middle School Phone: (302) 475-3976 FAX: (302) 475-3998	Denise Polizzi denise.polizzi@bsd.k12.de.us

CAESAR RODNEY SCHOOL DISTRICT	
Caesar Rodney High School Phone: (302) 697-2161 FAX: (302) 697-6888	Peggie Birch margaret.birch@cr.k12.de.us Liz Boaman elizabeth.boaman@cr.k12.de.us Holly Strickland holly.strickland@cr.k12.de.us Angela Way Angela.way@cr.k12.de.us
Fifer Middle School Phone: (302) 698-8400 FAX: (302) 698-8409	Steven Mercer steven.Mercer@cr.k12.de.us
Postlethwait Middle School Phone: (302) 698-8410 (Ext. 100) FAX: (302) 698-8419	Mary Showalter mary.showalter@cr.k12.de.us

CAPE HENLOPEN SCHOOL DISTRICT	
Cape Henlopen High School Phone: (302) 645-7711 FAX: (302) 645-1356	Sharon Elzey selzey@cape.k12.de.us Karen McColley karen.mccolley@cape.k12.de.us
Beacon Middle School Phone: (302) 645-6288 FAX: (302) 644-6118	Dr. Lisa Myers lmyers@cape.k12.de.us
Mariner Middle School Phone: (302) 684-8516 FAX: (302) 684-5606	Sharon Fisher sfisher@cape.k12.de.us

CAPITAL SCHOOL DISTRICT	
Dover High School Phone: (302) 672-1525 FAX: (302) 672-1565	Patricia Maximo-Zeisset pzeisset@capital.k12.de.us
Central Middle School Phone: (302) 672-1772 FAX: (302) 672-1733	Kimberly Brown kbrown@capital.k12.de.us

CHRISTINA SCHOOL DISTRICT	
Christiana High School Phone: (302) 454-2123 (Ext. 12277) FAX: (302) 454-3490	Aaron Curley curleya@christina.k12.de.us Karen Powers powersk@christina.k12.de.us
Glasgow High School Phone: (302) 454-2381 (Ext. 220) FAX: (302) 454-5453 Phone: (302) 454-2381 (Ext. 219)	Sandi Fritzier fritziers@christina.k12.de.us Ed Smith smithe5@christina.k12.de.us
Newark High School Phone: (302) 454-2151 (Ext. 159) FAX: (302) 454-2155	Darren Tyson tysond@christina.k12.de.us
Kirk Middle School Phone: (302) 454-2164 FAX: (302) 454-3491	Jennifer Rhudd rhuddj@christina.k12.de.us Gail Morris gmorris@christina.k12.de.us Mike Trego mtrego@christina.k12.de.us
Gauger/Cobbs Middle School Phone: (302) 454-2358 FAX: (302) 454-3482	Taren Harmon harmont@christina.k12.de.us Shirley Smith smiths1@christina.k12.de.us
Shue/Medill Middle School Phone: (302) 454-2171 FAX: (302) 454-3492	Nancy Knapp knappn@christina.k12.de.us Janelle Mitchell mitchellj@christina.k12.de.us Kane Swaney swaneyk@christina.k12.de.us
Bayard Middle School Phone: (302) 429-4118 FAX (302) 429-4153	Kerry Waugh waughk@christina.k12.de.us Michael Taylor taylor@m@christina.k12.de.us Jacobi Simmons simmonsj@christina.k12.de.us
NETworks Phone: (302) 454-2233 FAX: (302) 454-5446	Trenly Yanito yanitot@christina.k12.de.us

COLONIAL SCHOOL DISTRICT	
William Penn High School Phone: (302) 323-2800 FAX: (302) 323-2955	Brock Donovan bdonovan@colonial.k12.de.us
Gunning Bedford Middle School Phone: (302) 832-6280 FAX: (302) 834-6729	Judith Upshure jupshure@colonial.k12.de.us
McCullough (Calvin R.) Middle School Phone: (302) 429-4000 FAX: (302) 429-4005	Ida Cardwell icardwell@colonial.k12.de.us
Read (George) Middle School Phone: (302) 323-2760 FAX: (302) 323-2763	Amy Dietrich adietrich@colonial.k12.de.us
New Castle Middle School Phone: (302) 832-6290 FAX: (302) 323-2897	Jacob Zeigler jzeigler@colonial.k12.de.us

DELMAR SCHOOL DISTRICT	
Delmar Senior High School Phone: (302) 846-9544 FAX: (302) 846-5056	Jonathan Layton jlayton@delmar.k12.de.us Kristin Jones kjones@delmar.k12.de.us
Delmar Middle School Phone: (302) 846-9544 FAX: (302) 846-5056	Jonathan Layton layton14@hotmail.com jlayton@delmar.k12.de.us

INDIAN RIVER SCHOOL DISTRICT	
Indian River High School Phone: (302) 732-3800 FAX: (302) 732-5491	Diane Durham ddurham@irsd.k12.de.us Whitney McMillon wcmillon@irsd.k12.de.us
Sussex Central Senior High School Phone: (302) 934-3166 FAX: (302) 934-3234	Joe Parker jparker@irsd.k12.de.us Roann Mulvihill-Cobb rmulvihill@irsd.k12.de.us
Selbyville Middle School Phone: (302) 436-1020 FAX: (302) 436-1035	Diane Simmons dsimmons@irsd.k12.de.us

INDIAN RIVER SCHOOL DISTRICT *(Continued)*

Georgetown Middle School Phone: (302) 856-1900 FAX: (302) 856-1915	Tina Downs tdowns@irsd.k12.de.us Joyce May jmay@irsd.k12.de.us
Millsboro Middle School Phone: (302) 934-3200 FAX: (302) 934-3215	Chris White cwhite@irsd.k12.de.us Stephanie Wilkinson swilkinson@irsd.k12.de.us

LAKE FOREST SCHOOL DISTRICT

Lake Forest High School Phone: (302) 284-9291 FAX: (302) 284-5833	Sandra Kinnamon skinnamon@lf.k12.de.us Corey Yanoshak cnyanoshak@lf.k12.de.us
Chipman (W.T.) Middle School Phone: (302) 398-8197 FAX: (302) 398-8375	Kelly Sipple kasipple@lf.k12.de.us

LAUREL SCHOOL DISTRICT

Laurel High School Phone: (302) 875-6120 FAX: (302) 875-6123	Trudy Pusey tpusey@laurel.k12.de.us tpusey@hotmail.com
Laurel Central Middle School Phone: (302) 875-6110 FAX: (302) 875-6148	Andrea Mumford amumford@laurel.k12.de.us Laura Sapovits lsapovits@laurel.k12.de.us

MILFORD SCHOOL DISTRICT

Milford High School Phone: (302) 422-1610 FAX: (302) 424-5463	Rose Parker rparker@msd.k12.de.us
Milford Middle School Phone: (302) 422-1620 FAX: (302) 424-5466	Claudia Harris charris@msd.k12.de.us Sherry Geesaman sgeesaman@msd.k12.de.us

NEW CASTLE COUNTY VO-TECH SCHOOL DISTRICT	
Delcastle Technical High School Phone: (302) 683-3662 FAX: (302) 892-4123	Nicole Dobbs nicole.dobbs@nccvt.k12.de.us Jerry Rouser jerry.rouser@nccvt.k12.de.us
Hodgson Vo-Technical High School Phone: (302) 834-0990 (Ext 255) FAX: (302) 834-0598	Sharon Zimmer szimmer@nccvt.k12.de.us DeLessa McNair delessa.mcnair@nccvt.k12.de.us
Howard High School of Technology Phone: (302) 571-5400 FAX: (302) 571-5843	Matt Kane mkane@nccvt.k12.de.us Mark White mark.white@nccvt.k12.de.us Timothy Johnson timothy.johnson@nccvt.k12.de.us
St. Georges Technical High School Phone: (302) 449-3360 FAX: (302) 376-6796	Neena Burnett neena.burnett@nccvt.k12.de.us

POLYTECH SCHOOL DISTRICT	
POLYTECH High School Phone: (302) 697-3255 (Ext. 353) FAX: (302) 697-4536	Patricia Collins (Main Advisor) pcollins@polytech.k12.de.us Lisa Wilson lwilson@polytech.k12.de.us

RED CLAY CONSOLIDATED SCHOOL DISTRICT	
Alexis I. duPont High School Phone: (302) 652-2626 FAX: (302) 651-2757	John Werner john.werner@redclay.k12.de.us Tom Tabb thomas.tabb@redclay.k12.de.us
John Dickinson High School Phone: (302) 992-5500 FAX: (302) 992-5506	Sverrir Georgsson sverrir.georgsson@redclay.k12.de.us

RED CLAY CONSOLIDATED SCHOOL DISTRICT <i>(Continued)</i>	
Thomas McKean High School Phone: (302) 992-5520 FAX: (302) 992-5525	Michelle Murphy michelle.murphy@redclay.k12.de.us
Calloway (Cab) School of the Arts Phone: (302) 651-2700 FAX: (302) 425-4594	Nancy Cleveland nancy.cleveland@redclay.k12.de.us
Conrad Middle School Phone: (302) 992-5545 FAX: (302) 992-5585	Jeff McCurdy jeffrey.mccurdy@redclay.k12.de.us
Brandywine Springs Middle School Phone: (302) 636-5681 FAX: (302) 636-5683	Eva Foxwell eva.foxwell@redclay.k12.de.us
DuPont (A.I.) Middle School Phone: (302) 651-2690 FAX: (302) 425-4585	Bruce King bruce.king@redclay.k12.de.us
DuPont (H.B.) Middle School Phone: (302) 239-3420 FAX: (302) 239-3450	Paula Capuano paula.capuano@redclay.k12.de.us
Skyline Middle School Phone: (302) 454-3410 FAX: (302) 454-3541	Carole Hodges carole.hodges@redclay.k12.de.us Leverett Collier leveret.collier@redclay.k12.de.us
Stanton Middle School Phone: (302) 992-5540 FAX: (302) 992-5586	Giselle McKnight giselle.mcknight@redclay.k12.de.us Arlene Gunia arlene.gunia@redclay.k12.de.us

SEAFORD SCHOOL DISTRICT	
Seaford High School Phone: (302) 629-4587 (Ext. 371) FAX: (302) 628-4485	Jennifer Clendaniel jclendaniel@seaford.k12.de.us Lori Bean lbean@seaford.k12.de.us
Seaford Middle School Phone: (302) 629-4587 FAX: (302) 628-4485	Bart Smoot bsmoot@seaford.k12.de.us

SMYRNA SCHOOL DISTRICT	
<p>Smyrna High School Phone: (302) 653-8581 FAX: (302) 653-8670</p>	<p>Angie Hewes hewesangie@smyrna.k12.de.us</p> <p>Lori Holford holfordlori@smyrna.k12.de.us</p> <p>Kevin Rudolph rudolphkevin@smyrna.k12.de.us</p> <p>Jessica Scott scottjessica@smyrna.k12.de.us</p> <p>Alexandra Ulrich ulrichalexandra@smyrna.k12.de.us</p>
<p>Smyrna Middle School Phone: (302) 653-8584 FAX: (302) 653-3424</p>	<p>Heather Marr marrheather@smyrna.k12.de.us</p> <p>Roger Holt holtroger@smyrna.k12.de.us</p>

SUSSEX COUNTY VO-TECH SCHOOL DISTRICT	
<p>Sussex Technical High School Phone: (302) 856-0961 (Ext. 324) FAX: (302) 856-1760</p>	<p>Frank Makray fmakray@sussexvt.k12.de.us</p> <p>Andy Feightner afeightner@sussexvt.k12.de.us</p> <p>Sabrina Neal sneal@sussexvt.k12.de.us</p>

WOODBRIIDGE SCHOOL DISTRICT	
<p>Woodbridge High School Phone: (302) 337-8289 FAX: (302) 337-0631</p>	<p>Dana Shelton dana.shelton@wbsd.k12.de.us</p>
<p>Wheatley (Phillis) Middle School Phone: (302) 337-0533 FAX: (302) 337-6015</p>	<p>Yolanda Hutson yolanda.hutson@wbsd.k12.de.us</p>

CHARTER SCHOOLS	
CAMPUS COMMUNITY CHARTER SCHOOL (Middle & High School) Phone: (302) 736-3300 FAX: (302) 736-3390	John Link link@ccs.k12.de.us dadlinks7@yahoo.com Valerie Harwood harwood@ccs.k12.de.us Robin Smith rsmith@ccs.k12.de.us
DELAWARE MILITARY ACADEMY (High School) Phone: (302) 998-0745 FAX: (302) 998-3521	Bonnie Derbyshire bonnie.derbyshire@dma.k12.de.us Scott Green scott.green@dma.k12.de.us
MOT CHARTER SCHOOL (Middle School) Phone: (302) 376-5125 FAX: (302) 376-5120	Stephanie Hassig stephanie.hassig@mot.k12.de.us Patricia Ann Mooney patricia.mooney@mot.k12.de.us
NEWARK CHARTER SCHOOL (Middle School) Phone: (302) 369-2001 FAX: (302) 368-3460	Christine Orzechowski corzechowski@ncs.k12.de.us
PENCADER BUSINESS & FINANCE CHARTER HIGH SCHOOL Phone: (302) 472-0794 FAX: (302) 472-0796	Robert Schumacher robert.schumacher@pcs.k12.de.us Fritz Ward fritz.ward@pcs.k12.de.us
POSITIVE OUTCOMES CHARTER SCHOOL (High School & Middle School) Phone: (302) 697-8805 FAX: (302) 697-8813	John Dunick jdunick@pocs.k12.de.us

DEPARTMENT OF EDUCATION	
State Advisor Business, Marketing Education Phone: (302) 857-3320 (Ext. 3322) FAX: (302) 739-1780 Cell: (302) 242-0149	Lisa Stoner-Torbert lstoner@doe.k12.de.us
State Secretary Phone: (302) 857-3330 FAX: (302) 739-1780	Jennifer Roussell jroussell@doe.k12.de.us
CTSO Advisor Phone: (302) 857-3320 (Ext. 3328) FAX: (302) 739-1770/1780	Frank Ingram fingram@doe.k12.de.us

The Delaware Association of Business Professionals of America is a resource and support organization that does not select, control or supervise local chapter or individual member activities except as expressly provided for in Delaware Association of Business Professionals of America's constitution, bylaws, or policies.

STATE MEMBERSHIP PROCEDURES

All students attending public school in the State of Delaware who are currently pursuing a field of vocational study, regardless of attendance at a vocational or non-vocational school are automatically members of the curriculum's associated Vocational Student Organization.

For students attending public school in the State of Delaware, the approved vocational student organization for students pursuing a program of study in business career fields is Business Professionals of America.

The Delaware State Legislature annually approves an appropriation to all of the vocational student organizations operating in the State with the understanding that students will not be charged State Membership fees. This understanding does not apply to Local dues or National membership fees.

**CONSTITUTION
BUSINESS PROFESSIONALS OF AMERICA
DELAWARE ASSOCIATION**

SECONDARY DIVISION

Preamble

With the identification of office occupations as an area of vocational education, it has become necessary to provide youth group experiences for enrollees in business and office education programs.

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

1. There be established a vocationally oriented student group to serve the needs of those receiving initial, refresher, or upgrading business and office education.
2. This organization is an identifiable part of the vocational education curriculum-preparing students for business and office occupations.
3. The organizational pattern facilitates the use of existing student groups as an integral part of the educational pattern for business and office occupations as established in law and regulation.
4. This organization provides a means for individual chapters to organize their student groups serving the educational needs of business and office occupation education enrollees.

ARTICLE I -- NAME

Section 1. The official name of this organization shall be "Business Professionals of America, Delaware Association."

ARTICLE II -- PURPOSES

Section 1. The purposes of this organization are:

To assist local chapter members in the growth and development of there stated purposes.

To unite in a common bond, students enrolled in classes with office employment as their objective without regard to race, creed, sex, or national origin.

To create a success orientation for learning.

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

To assist students in establishing realistic training and employment objectives.

To provide satisfactory social and recreational activities.

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 and management organizations in the American free enterprise system.

Constitution (continued)
Page Two

To develop competent, aggressive business and office education leadership.

To develop a cooperative attitude among students.

To develop and strengthen confidence in themselves and their work.

To provide activities which give practical application to classroom learning.

To foster practical application of business and office education through competition.

ARTICLE III -- ORGANIZATION

- Section 1. The Business Professionals of America, Delaware Association, is a state organization comprised of local chapters, each operating in accordance with a charter granted by Business Professionals of America, Delaware Association. Charters shall be issued to local chapters by the Executive Council of the Business Professionals of America, Delaware Association. No school may be issued more than one (1) charter. The local advisor must be a business teacher or vocational instructor teaching business-classified courses.
- Section 2. The administration of Business Professionals of America, Delaware Association, Secondary Division, will be vested in the State Executive Council comprised of the State Officers and State Advisor. The State Advisor shall have an advisory but not a voting capacity on the Executive Council.
- Section 3. Advice and consent of the activities shall be vested in the State Board of Directors. The State Board of Directors shall be informed of and shall give advice concerning all Business Professionals of America activities planned by the Executive Council. The Board of Directors shall also serve as a liaison between the local advisor and the Executive Council.
- Section 4. The State Business Professionals of America Advisor will coordinate the administration of all activities of the Business Professionals of America, Delaware Association.

ARTICLE IV -- MEMBERSHIP

- Section 1. Membership of the Business Professionals of America, Delaware Association shall consist of the total eligible members of the chartered local chapters and members shall hold the same membership status as in their respective local chapters.
- Section 2. Each local chapter shall consist of all students enrolled in a vocational business and office occupations course regardless of race, sex, color, or national origin. Business Professionals of America, Delaware Association will recognize individual memberships only through a local chapter.
- Section 3. Membership status will be determined on the following basis:

Active Members shall be students enrolled in a junior high or high school program of business and/or office education as approved by the Department of Education and will be eligible to hold state office; participation in state programs and competitive events, serve as a voting delegate, or to otherwise represent his/her chapter in state Business Professionals of America affairs. Transfer of a member from one chapter to another chapter shall not affect active member status; however, participation as an active member shall only be through the chapter where member is currently enrolled in a business and/or office education program.

Professional Members shall be persons associated with or participating in the professional development of Business Professionals of America, Delaware Association as approved by the State Association. Such members may include, but are not limited to: Chapter Advisors, Teacher-Educators, Supervisors, and local advisory committee members.

Constitution (continued)
Page Three

Delaware Honorary Life Members shall be individuals who have made significant contributions to the development of Business Professionals of America, Delaware Association and business and office occupations education. Such membership shall not require payment of dues.

Section 4. A membership year shall be from September 1 through August 31, inclusive.

ARTICLE V -- VOTING DELEGATES

Section 1. Local chapters shall exercise their voting privileges through voting delegates at state meetings. Each voting delegate shall be entitled to one vote.

Section 2. Voting Delegates to the state shall be chosen by their chapter on a basis of three delegates per school and additional delegates according to the chapter's national paid memberships. Each chapter with a paid national membership of 36-60 persons shall receive (1) additional delegate. Each chapter with a paid national membership of 61-100 shall receive additional (2) delegates. Each chapter with an excess of 100-paid national membership will receive additional (3) delegates.

ARTICLE VI -- OFFICERS

Section 1. Officers of the Secondary Division shall consist of a president, vice president, secretary, treasurer, historian and parliamentarian.

Section 2. The term of office shall be from the conclusion of the National Leadership Conference, immediately following the State Leadership Conference, at which the officers are elected until the conclusion of the following National Leadership Conference. Officers must be active members at the time of their election and during their entire term of office.

Section 3. Impeachment of State Officers - If an officer missed more than two meetings without a valid excuse, or is found to have caused a serious breach of proper conduct unbecoming of a State Officer, unsatisfactory grades (based on the Delaware Code for Athletics), or discipline problems within the school, or the organization, they will be removed from office upon a majority vote of the Rules Committee, which is composed of state officers, Board of Directors members, and the state advisor. In order to replace this officer, the Executive Council will be given the power to fill the vacated office.

Section 4. Resignation - If an officer resigns during the course of his/her term, the Executive Council may appoint a person to assume the responsibilities of the open office. In the event the president resigns, the vice president shall be appointed to fill out the term and a vice president shall be appointed as stipulated above.

ARTICLE VII -- MEETINGS

Section 1. A State Leadership Conference shall be held each year and this shall serve as the official annual meeting of the Business Professionals of America, Delaware Association.

Section 2. The State Executive Council shall be empowered to call special meetings.

Section 3. Parliamentary procedure of all meetings will be governed by **ROBERT'S RULES OF ORDER, (latest edition)**.

ARTICLE VIII -- DUES

Section 1. National dues shall be paid annually by the date set by the State Advisor.

ARTICLE IX -- EMBLEM, LOGO AND COLORS

Section 1. The emblem and logo of the Business Professionals of America, Delaware Association and its colors shall be the same as those adopted by Business Professionals of America.

ARTICLE X -- AUDIT

Section 1. The accounts of the State Treasurer shall be audited each year by a qualified Auditing Committee appointed by the Executive Council, and a report shall be submitted to the Board of Directors by September 1.

ARTICLE XI -- AMENDMENTS

Section 1. This constitution may be amended by a 2/3 vote of the voting delegates to any Annual State Leadership Conference.

Section 2. Any active member may propose an amendment to the constitution.

Section 3. Proposed amendments must be received in the State Office 30 days prior to the annual meeting and distributed to the local chapters at least fifteen days prior to the annual meeting.

ARTICLE XII -- RULES, REGULATIONS AND BY-LAWS

Section 1. Such rules, regulations and Bylaws as are deemed necessary for the proper conduct of this organization shall be adopted.

Section 2. No rules, regulations, or Bylaws shall be adopted which are contrary to this constitution.

BY-LAWS

ARTICLE I -- RESPONSIBILITIES OF THE BOARD OF DIRECTORS

Section 1. The Board's official year will be from June 1 through May 31.

Section 2. Membership to the Board shall be as follows:

- a. Three advisors from each county elected for a three-year term by their peers at the Spring Leadership Conference. Voting will be by county.
- b. The State President of Business Professionals of America, Delaware Association.
- c. Three members at large to be chosen by the above Board of Directors members at their first meeting for a two-year term. These shall be persons who have expertise in the fields of business and office occupations and an understanding of Business Professionals of America, Delaware Association.
- d. The State Business Professionals of America Advisor, the State Business Professionals of America Assistant Advisor(s), and the State CEAC Representative shall serve as ex- officio members.

Section 3. Each member of the Board shall have one vote. There will be votes by proxy.

Section 4. The Board of Directors shall meet (a minimum of four times during the school year) on a date to be determined by the Board of Directors or at the call of the chairperson. A quorum must be present in order to conduct business. Fifty percent of the membership plus one will constitute a quorum. **ROBERT'S RULES OF ORDER, (latest edition)** will be the parliamentary authority.

Section 5. Officers of the Board of Directors shall be:

Chairperson
Chairperson (Elect)
Secretary
Treasurer
Executive Secretary (State Advisor)

The officers' term of office shall be one year beginning June 1. Any duly selected voting member is eligible to hold office. Elections will be held at the first meeting.

Section 6. Duties of Officers

A. Chairperson

1. The Chairperson will be responsible to call all Board Meetings.
2. The Chairperson shall have the authority to appoint committees as necessary, name committee Chairpersons and shall serve on all committees as an ex-officio member.
3. The Chairperson shall also have the privilege of serving on a committee with permission of the Board.
4. The Chairperson is responsible for the development (and distribution) of an agenda.

B. Chairperson (Elect)

1. The Chairperson (Elect) shall assume the duties, responsibilities and privileges of the chairperson in his/her absence or if the office of Chairperson becomes vacant before the next election.

By-Laws (continued)
Page Two

2. The Chairperson (Elect) shall also assist the chairperson in the execution of the duties of the office of Chairperson.
 3. The Chairperson (Elect) shall assume the office of Chairperson the following year.
- C. Secretary
1. The Secretary shall be responsible for the taking of the minutes of each Board meeting and shall distribute typed copies to all local chapter Advisors.
- D. Treasurer
1. The Treasurer shall be responsible for keeping accounting records of all Statewide fund raising efforts and shall distribute a report to all local Chapter Advisors.
- E. Executive Secretary
1. The Executive Secretary shall be the State Advisor of the Business Professionals of America, Delaware Association.
 2. The Executive Secretary shall give an Advisor's Report at each meeting of the board.
 3. The Executive Secretary shall keep an up-to-date file of all Board minutes.

ARTICLE II -- CRITERIA FOR STATE OFFICER LEADERSHIP TEAM CANDIDATES

- Section 1. The Association State Officer Leadership Team shall consist of president, vice president, secretary, treasurer, historian and parliamentarian.
- Section 2. To be eligible for office, the candidate must be an active member and meet the following qualifications:
- Candidates for state office must have at least a "C" (2.0 on a possible 4.0 scale) average and must be recommended by their school. The recommendation, to include a written application for office, must be submitted to the State Advisor at least one week prior to the officer-screening meeting.
- Section 3. All candidates must have attended and successfully completed the officer screening process.
- Section 4. Any candidate will be automatically disqualified from candidacy for violation of any rule adopted.

ARTICLE III -- CRITERIA FOR NATIONAL OFFICER CANDIDATES

- Section 1. National officer candidates will meet the same qualifications as stated in By-Laws, Article II, Section 2, 3, and 4.

ARTICLE IV -- DUTIES OF STATE OFFICER LEADERSHIP TEAM

- Section 1. President - It shall be the duty of the president to preside at all business and Executive Council meetings; to attend Board of Directors meetings; to make all necessary appointments including the designation of committee chairpersons; and to make himself/herself available, as necessary, in promoting the general welfare of Business Professionals of America, Delaware Association.
- Section 2. Vice President - It shall be the duty of the vice president to serve in any capacity as directed by the president; to accept the responsibilities of president as occasions may demand; and to be available, as necessary, in promoting the general welfare of Business Professionals of America, Delaware Association.

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- 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 Executive Council meetings, and to be available, as necessary, in promoting the general welfare of Business Professionals of America, Delaware Association.
- 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 and membership reports to the membership as necessary, and to be available, as necessary, in promoting the general welfare of Business Professionals of America, Delaware Association.
- Section 5. Historian - It shall be the duty of the historian to compile a yearbook of the activities of Business Professionals of America, Delaware Association, and to be available, as necessary, in promoting the general welfare of Business Professionals of America, Delaware Association.
- Section 6. Parliamentarian. It shall be the duty of the parliamentarian to serve purely as an advisor or consultant who advises the President and other officers, committees, and members on matters of parliamentary procedure and to be available, as necessary, in promoting the development, general welfare, and growth of Business Professionals of America, Delaware Association.

A detailed listing of specific duties and responsibilities for each state officer may be found in the State Officer Candidate Handbook.

ARTICLE V -- ELECTION OF STATE OFFICER LEADERSHIP TEAM

- Section 1. State officers will be elected by a majority vote of the voting delegates at the Association State Leadership Conference. Designated voting delegates will cast their votes for candidates during the time specified for voting in the conference program. In the event a candidate does not receive a majority on the first ballot, a subsequent ballot will be held for no more than two candidates that received a plurality of votes cast during the first ballot.

ARTICLE VI -- FINANCES

- Section 1. The Executive Council shall submit a budget for the State funds based on the program of work and the anticipated needs. The program of work and budget shall be developed prior to September 1 of each year.
- Section 2. The program of work and budget shall be submitted to the Board of Directors in September.
- Section 3. Business Professionals of America, Delaware Association shall maintain two savings accounts and one checking account.
- A. One savings account is used only for industrial funds. Industrial funds will be administered by the State Advisor as directed by the industrial sponsor.
 - B. The second savings account will be for all other income.
 - C. The checking account will be a dual signature account. The checks will be signed by the Business Professionals of America, Delaware Association State Advisor and the State Business Professionals of America Treasurer (or officer designee).

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Section 4. The treasurer will be required to report at each Executive Council meeting the financial status of the association.

ARTICLE VII -- DELAWARE HONORARY LIFE MEMBERSHIP

Section 1. Qualifications

- A. Someone who has been directly involved with Business Professionals of America, Delaware Association students without receiving monetary compensations.
- B. Someone who has been working directly with Business Professionals of America, Delaware Association students for at least one year of continuous service.
- C. Those ineligible for application are:
 - 1. Students
 - 2. Present advisors of local chapters
 - 3. People receiving salary for Business Professionals of America, Delaware Association affiliated activities.
 - 4. Heads of educational departments not directly working with Business Professionals of America, Delaware Association students.
 - 5. Someone who has not worked with Business Professionals of America, Delaware Association for at least one year.
- D. Applications may be submitted by:
 - 1. Advisors
 - 2. Executive Council Members
 - 3. Department of Public Instruction salaried personnel (Business Professionals of America Department)
 - 4. Local Chapters
- E. Procedure
 - 1. Applications must be submitted 30 days prior to the Spring Leadership Conference.
 - 2. Executive Council reviews application(s) and submits recommendation to the Board of Directors.
 - 3. Board of Directors reviews applicant(s) and Executive Council recommendation and selects their nominee on the basis of a simple majority.

ARTICLE VIII -- NATIONAL VOTING DELEGATES

Section 1. In accordance with the number of national voting delegates allotted to the Association the order of designation shall be president, vice president, secretary, treasurer, historian,

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parliamentarian, incoming president, incoming vice president, incoming secretary, incoming treasurer, incoming historian, incoming parliamentarian.

Section 2. Alternates, when the necessity arises, shall be appointed by the Executive Council, as they deem necessary.

ARTICLE IX -- AMENDMENTS

Section 1. These By-Laws may be amended by a 2/3 vote of the voting delegates to any State Leadership Conference.

Section 2. Any active member may propose an amendment to the By-Laws. Amendments must be received by the state office thirty (30) days prior to the annual meeting and distributed to all local chapters by the State office at least fifteen (15) days prior to the annual meeting.

RULES COMMITTEE POLICIES AND PROCEDURES

Purposes

1. To enforce the Association rules and regulations concerning standards of conduct and dress as established by the Association Board of Directors.
2. To mediate and settle any special problems related to violations of the standards of conduct and dress or competitive events procedures as established by the Board of Directors.

Membership

The membership of the Demerit Board shall consist of six (6) individuals as follows:

- Three (3) Current State Officers
- Two (2) Current Board of Directors Members
- One (1) State Advisor

Meetings

One (1) official meeting shall be held annually during the State Leadership Conference. Other meetings will be held as necessary.

DUTIES AND RESPONSIBILITIES OF THE CEAC REPRESENTATIVE

Each state association in Business Professionals of America is permitted one representative on the Classroom Educators' Advisory Council; therefore, Delaware has one representative on this council.

Term of Office: 3 years (NLC to NLC)

Duties of CEAC Representative:

1. Attend summer national CEAC meeting to represent Delaware Association students and advisors.
2. Make an oral report to the Board of Directors at their August meeting.
3. Report to Delaware business teachers at the local Advisors' Workshop.
4. Keep the Board of Directors informed on all matters of interest to and/or impact on the Delaware competitive events program.
5. Assume duties during the Annual State Leadership Conference as directed by the Delaware State Advisor.
6. Serve as a liaison between Delaware advisors and the National CEAC Board.

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7. Attend National Leadership Conference.

Expenses paid by the Delaware Association:

1. Transportation, hotel accommodations, & per diem meals for the summer CEAC meeting.
2. Transportation & accommodations, for National Leadership Conference if funds are available.

STATE LEADERSHIP CONFERENCE

Each spring during the month of February/March, Association members and their advisors meet for a leadership conference. This conference gives student members an opportunity to compete for state honors. Those chapter members earning the Diplomat and Statesman Torch Awards are recognized, as well as those chapters having earned Special Recognition Awards.

The Conference schedule shall be determined by the State Advisor with the advice and consent of the Board of Directors. During the Conference, State Officers are elected for the following school year.

Delaware dress code and code of conduct prevail during the conference. Competitive Event winners are announced at the Closing General Session. Before departing for home, all students and advisors planning to attend National Leadership Conference are asked to remain for a short meeting regarding housing and transportation.

VOTING DELEGATES

Local chapters shall exercise their voting privileges through voting delegates at state meetings. Each voting delegate shall be entitled to one vote. Voting Delegates to the state shall be chosen by their chapter on a basis of three delegates per school and additional delegates according to the chapter's national paid memberships. Each chapter with a paid national membership of 36-60 persons shall receive (1) additional delegate. Each chapter with a paid national membership of 61-100 shall receive additional (2) delegates. Each delegate with an excess of 100-paid national membership will receive additional (3) delegates.

Upon arrival at State Conference, the Advisor is asked to confirm the names of the voting delegates. Changes may be made at that time. Each voting delegate is given a special ribbon to wear indicating that they are voting delegates. These ribbons must be worn at all general sessions.

Voting delegates cast their votes for all business matters that come before the assembly. Voting delegates should check with their local chapter members to poll their wishes on all questions before the assembly, including candidates for the following year's officer leadership team.

Selection of local chapter voting delegates is at the discretion of the local chapter and the local chapter advisor.

BUSINESS PROFESSIONALS OF AMERICA, DELAWARE ASSOCIATION

DRESS CODE AND CODE OF CONDUCT

The dress code for the organization as defined in the Demerit system is professional and/or casual attire as defined by the local chapter advisor. Remember that you represent not only yourself while at conferences but also your school, your hometown, and the entire organization.

The official dress is the Business Professionals of America blazer and complementing slacks, skirts, shirts, blouses, ties, dresses, etc. The official dress is appropriate at all activities.

1. All local advisors, Board of Directors members, and the State Advisor and Staff have the right and authority to issue demerits at any Business Professionals of America function. The assessment of demerits (points) must be reported immediately to the proper authority. The Rules Committee has the authority to hear appeals. This Committee, appointed annually by the Board of Directors consists of three current State Officers, two current Board of Directors members and the State Advisor (or designee).
2. The dress code will be followed at region, state, and national activities, including travel to and from conferences, plus any activities as determined by the local chapter advisor. (See item 7 for dress code).
3. If a swimming pool is available, prudent choice of attire to and from the pool area should be used.
4. Demerits (points) are assessed as follows:

Violation of the dress code	2	demerits and member will not be permitted to participate in the function until properly dressed.
Unbecoming behavior	2	demerits
Curfew violation	2	demerits
Consumption of alcohol and/or illegal drugs immediately sent home	5	demerits and member
Damage to hotel property	5	demerits and member immediately sent home
Dropping items off balconies or	5	demerits and member out of windows immediately sent home
*Setting off false fire alarm	10	demerits; plus applicable fine to the person and possible arrest

*Delaware Fire Code Title: Falsely Reporting an Incident

Conviction of committing a false report will result in a permanent criminal record (finger printing and photographing the offender). This offense is a class B misdemeanor. A class B misdemeanor is punishable by a maximum of \$500 fine and six months imprisonment.

5. If any chapter accumulates a total of 10 demerits in a year, that chapter must forfeit individual's chapter awards.
6. Any individual accumulating 5 demerits or more in a year must forfeit any individual awards, will be eliminated from consideration as an officer candidate, and will forfeit the privilege of attending further Business Professionals of America activities for that year. A year is defined as being from National Leadership Conference to National Leadership Conference.

Official Dress Code Delaware Association

In order to promote a professional atmosphere, Delaware BPA's Board of Directors has developed the following official dress code policy for the Business Professionals of America State Leadership Conference. Students, advisors and chaperones must follow the dress code and are subject to penalties through the Delaware BPA demerit system.

Professional Dress Code

All Sessions, Competitive Events (judged, non-judged, and open), Voting Delegate Session, and Workshops
(select from the following)

<u>Women</u>	<u>Men</u>
Pant or skirt suit Dress skirt or dress slacks with coordinated blouse and/or sweater Business professional "dress" BPA blazer with dress skirt or dress slacks and blouse or sweater <i>Dress shoes or appropriate dress sandals are required with all of the above.</i>	Dress slacks, dress shirt, and tie Suit, dress shirt, and tie Sport coat, coordinated dress slacks, dress shirt, and tie BPA blazer with dress slacks, dress shirt, and tie <i>Dress shoes and dress socks are required with all of the above.</i>
<i>This excludes all denim for any of the above (both men and women)</i>	

Casual Dress

Special Events

<u>Women</u>	<u>Men</u>
Sportswear (jeans), pants, and shirt, t-shirt, and shorts Footwear required with all of the above.	Sportswear (jeans), pants and shirt, t-shirt, and shorts Footwear required with all of the above.

The following are unacceptable during all Business Professionals of America activities:

- strapless, spaghetti straps, tube tops, halter tops, midriff tops
- spandex, lycra, or transparent clothing
- cut-offs or ragged clothing
- clothing with inappropriate words and pictures

**CONDUCT PRACTICES AND PROCEDURES
FOR
BUSINESS PROFESSIONALS OF AMERICA, DELAWARE ASSOCIATION**

1. The term "delegate" shall mean any Business Professionals of America member attending state or nation conferences.
2. Delegates shall abide by all conference rules.
3. Delegates shall keep their adult advisors informed of their activities and whereabouts at all times. The advisors should keep their students informed of their whereabouts at all times.
4. Delegates and advisors can only stay at the Business Professionals of America, Delaware Association, approved hotels to attend the conference.
5. Delegates shall not use their own cars or ride in cars belonging to other delegates during the conference unless accompanied by an authorized adult advisor.
6. Dating and/or associating is permitted at authorized activities only and between official delegates only.
7. No alcoholic beverages and/or illegal drugs, in any form, shall be possessed or used by any delegate at any time.
8. Delegates are not permitted in public dance halls, bars, or clubs.
9. Delegates shall respect and abide by the authority designated to the Executive Council, Board of Directors, presiding officers, committee chairmen, and any adult advisor or authorized representative of the aforementioned.
10. Delegates shall attend all general sessions and activities assigned including competitive events, committee meetings, workshops, etc. for which they have pre registered.
11. Conference identification badges are to be worn at all times (except judged competitive events.)
12. The hotel will assign certain rooms to male and female delegates. Delegates shall not be allowed in the rooms of the opposite sex unless accompanied by an official conference advisor. **THIS WILL BE STRICTLY ENFORCED.**
13. Delegates shall not throw items off balconies or out windows.
14. Non-delegates (persons not registered) are not permitted to attend any conference activity and are not permitted on hotel sleeping room floors.
15. Curfew will be designated in the conference program, and all delegates shall be in their assigned rooms by curfew. Those students found outside their rooms will be subject to disciplinary action.
16. Delegates will give particular attention to other guests in the hotel. Be a mature Business Professionals of America representative. Loud talking, boasting, vulgarity, profanity, kid stuff and horseplay are unbecoming behavior and not appropriate for Business Professionals of America members.
17. There will be no smoking at any conference function. Conference function is defined as: From the time you enter transportation taking you to the conference till the time you return to your departing point.
18. Swimming will not be permitted during general sessions and workshops. Swimmers will swim at their own risk.
19. Delegates shall not be seen in public places, which would bring reproach to the organization and themselves.
20. Delegates violating or ignoring any of the above rules will be subject to the demerit system, which may jeopardize participation of the delegate and his/her chapter in Business Professionals of America activities during the year.