



Business Professionals of America, Delaware Association

In What Activities are the Officers Involved:

First and for most, state officers are active and involved members of their local chapters. As such, they have earned the right to provide leadership at the state level.

One of the main objectives of the state team is to improve others while improving themselves.

Extensive time and effort is spent to assure that this occurs. State Officers assume a leadership role in planning and implementing the major activities of the Business Professionals of America, Delaware Association. Each meeting or activity contributes to accomplishing the goals of the Association. Students who accept a State Office also accept the responsibilities inherent therein. State Officers are expected; therefore, to attend all scheduled meetings and functions. **If any officer misses two meetings, they are subject to removal from office** as determined by the State Officer Leadership Team and the Board of Directors.

State officers are provided with a calendar of events that identifies dates of monthly meetings and four joint meeting that three to four joint meetings that are held with the Board of Directors. The following is a brief and tentative estimation of the additional time in specific State and National Business Professionals of America, Delaware Association in which your child is required to participate.

- | | |
|------------------|---|
| May | Legislative Appreciation Day |
| ◆ | Prepare and present a short program to members of the Delaware General Assembly. |
| June | Summer Officer Training |
| ◆ | Gain knowledge about Business Professionals of America, Delaware Association, the responsibilities of Business Professionals of America, Delaware Association officers and career tech education. Complete Plan of Work for the year. Begin planning the Fall Leadership Conference. State Officers Summer Training is mandatory. |
| July – April | Minimum of one evening meeting each month |
| ◆ | Additional meetings will be held to prepare for Fall and Spring State Conferences. |
| October/November | Leadership Conferences |
| ◆ | Provide leadership and direction to members in attendance. |
| January | Officer Candidate Information Session |
| ◆ | Provide direct input into selection and slating of officer candidates for the next school year. |
| ◆ | Finalize all planning for the State Leadership Conference. |
| February | State Leadership Conference |
| ◆ | Provide direct, on-site leadership for all conference activities (excluding competitive events) |

March

De-briefing and Wrap-up

- ❖ Engages in follow-up de-briefing of the State Leadership Conference, finalizes decisions of the NLC Spirit and T-Shirt attire for the State's delegation and competitors.
- ❖ Prepares for the transition of officers.

April

Transition and Closure

- ❖ **Facilitates the officer transition meeting, welcomes the newly appointed officers, releasing program materials and duties.**

May

National Leadership Conference

- ❖ Only if attending with the home chapter (*this is not a state officer sponsored event.*)
- ❖ Assist with providing leadership for the Delaware Delegation.

State Advisor Contact Details

Dr. Lisa Wilson, State Advisor

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Business Professionals of America, Delaware Association

Department of Education

401 Federal Street, Suite 2

Dover, DE 19901

August 1, 2020 is the deadline date for the return of all attached documents requiring Parent and Officer Signatures.

State Officer Leadership Team (SOLT)

With an organization of over 21,000 students and teachers, membership on the State Officer Leadership Team is not to be taken lightly. Business Professionals of America State Officers have two types of responsibilities, overall responsibilities, and those unique to the position

Definition and Role

State officers are known collectively as the "**SOLT.**" They are the student representatives for the entire membership. They represent the state organization at various conferences and meetings throughout the state during their term of office and may make recommendations to the Board of Directors. They are in charge of all meetings at the State Leadership Conference.

Structure

The SOLT is composed of six (6) officers who are elected annually at the State Leadership Conference.

President
Vice President
Secretary
Treasurer
Parliamentarian/Historian
Middle Level Representative

Duties

The elected officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws, by the SOLT, or in the adopted parliamentary authority.

A. Duties of the **President. The President shall:**

1. Attend all scheduled meetings and activities
2. Set an agenda in conjunction with the State and/or Assistant Advisor and distribute it to all officers *no less than a week prior to all meetings*
3. preside at all SOLT and/or State Association business meetings;
4. conduct meetings following correct parliamentary procedure and guide discussion of issues and concerns
5. appoint all committee chairmen, and members when necessary and appropriate;
6. develop, in collaboration with the State Advisor(s), the SOLT Program of Work for the term of office;
7. Collect, compile, and consolidate SOLT monthly reports
8. Represent the student membership on the State Board of Directors
9. promote the general welfare of Business Professionals of America.

ADDITIONAL: NLC fun

B. Duties of the **Vice-President. The Vice-President shall:**

1. serve in any capacity as directed by the President;
2. serve as an ex-officio member of all committees.
3. accept the responsibilities of the President as occasions may demand
4. verify Torch Awards;
5. promote the general welfare of Business Professionals of America.

C. Duties of the **Secretary. The Secretary shall:**

1. serve in any capacity as directed by the President;
2. record the minutes of all meetings of the membership and SOLT and distribute the minutes appropriately within one week following the meeting
3. preside in the absence of the President and the Vice-President;
4. promote the general welfare of Business Professionals of America.
5. utilize social media tools to maintain ongoing communications with the State's BPA population

D. Duties of the **Treasurer. The Treasurer shall:**

1. serve in any capacity as directed by the President;
2. present financial membership reports for the Division;
3. review the record of all deposits and withdrawals of the State of Association with the State Advisor;
4. promote the general welfare of Business Professionals of America
5. facilitate organization, planning, and implementation of the state fundraising activities.

- E. **Duties of the Parliamentarian. The Parliamentarian shall:**
1. attend all scheduled meetings and activities
 2. shall serve purely as an advisor or consultant who advises the President and other officers, committees, and members on matters of parliamentary procedure.
 3. promote the development, general welfare, and growth of Business Professionals of America.
 4. facilitate the development of the 2020 NLC T-Shirts and Spirit item
- F. **Duties of the Historian. The Historian shall:**
1. maintain the Business Professionals of America yearbook;
 2. collect information and material which will be of value in recording the history of Business Professionals of America;
 3. obtain material from each officer and each chapter regarding activities and events and publish an online monthly State Newsletter
 4. promote the general welfare of Business Professionals of America
 5. receive candidate submissions for the 2020 Pin Contest
- G. **Duties of the Middle-Level Representative. The Middle-Level Representative shall:**
1. promote the general welfare of Business Professionals of America, Middle-Level chapters
 2. assist Vice-President in verification of Torch Awards
 3. responsible for monthly "Middle-Level Memo"

The above include only a sample of the major responsibilities of each officer. They are by no means to be considered a complete and exclusive listing.

Responsibilities

State Officers must comply with policies and procedures as established by the Board of Directors. Specifically, state officers shall:

- Attend all meetings as scheduled (*held in Dover*).

State Officer Meetings 2019-2020

Dates TBD

- Provide guidance, leadership, and inspiration to all members.
- Represent the views of the membership, not those of the individual officer.
- Maintain correspondence with typed, proper style communications.
- Wear the Organization's official blazer when representing Business Professionals of America and when traveling by public transportation.
- Submit a monthly report of participation in Organization activities to the Executive Associates.
- Fulfill their responsibilities but shall not let them interfere with continuing their education.
- Participate in competitive events at the FLC and SLC.
- Forward all requests for services to the Executive Associates for scheduling.
- Notify the SOLT Advisor immediately of circumstances which prevent carrying out an assignment.

- Be reimbursed for expenses incurred while performing approved services for the State Association.
- Be available to represent the organization as requested and approved by the State Association.
- Abide by the Code of Ethics as established by the Board of Directors.

Business Professionals of America Delaware Association

State Officer Rules & Regulations

Contract

I, _____, as elected to my office agree to the following Delaware Association Business Professionals of America Rules of Conduct. I will follow these rules and will represent the Association in a positive manner at all times by observing the following guidelines. If I do not follow the rules, I may be removed from my office.

Section A. THE BPA CODE OF ETHICS

I will properly conduct myself at all times in order to be a credit to our organization, state, chapter, school, and community by:

1. Dressing neatly and appropriately for the occasion, as determined by the Board of Directors and the State Advisor.
2. Showing respect for the rights of others and being courteous at all times.
3. Being honest and not taking unfair advantage of others.
4. Respecting the property of others.
5. Refraining from loud, boisterous talk, swearing, and other conduct unbecoming to an officer, remembering that people see me as a state officer even when I am on my own time.

6. Demonstrating sportsmanship in the competitive events and meetings, and being modest in winning and generous in defeat.
7. Attending meetings promptly and respecting the opinion of others in discussion.
8. Taking pride in our organization, activities, supervised experiences programs, exhibits, and the occupation of business.
9. Sharing with others experiences and knowledge gained by attending national and state meetings.
10. Supporting and abiding by decisions made by the officer team, even if I do not agree with the decision.
11. Agreeing not to initiate or pursue personal relationships with officers from other states or chapter officers/members from within our State.
12. Agreeing not to initiate or pursue personal relationships with other members of my State Officer team (no dating other officers on my state officer team).

Section B. THE AIM AND PURPOSES

1. To develop competent and assertive business leadership.
2. To develop an awareness of the global importance of business and its contribution to our well-being.
3. To strengthen the confidence of business students in themselves and their work.
4. To promote the intelligent choice and establishment of a business career.
5. To stimulate development and encourage achievement in individual business experience programs.
6. To improve the economics, environmental, recreational and human resources of the community.
7. To develop competencies in communications, human relations, and social abilities.
8. To develop character, train for useful citizenship, and foster patriotism.
9. To build cooperative attitudes among business students.
10. To encourage improvement in scholarship.

Section C. CONFERENCE RULES

The following rules apply to activities such as State & National Conferences, which are held. I agree to:

1. Keep the room assignment that I have been given. It will serve as an opportunity to maintain order and become acquainted with others outside my home chapter.
2. Be in my room by lights out so that I can be alert and prepared for the next day's activities.
3. Be courteous, polite, and considerate of others.
4. Participate and be cooperative in all of the programs whether on the chapter, state, or national level and arrive at these functions at least 15 minutes early so that they may start on time.
5. Refrain from using tobacco products, drugs, or alcohol at all times and report any instances of use or possession by others to the State Advisor.
6. Report all illnesses, injuries, and problems to the appropriate state staff member so appropriate action can be taken immediately.
7. Respect the property of the facilities, which are being used.
8. Keep my room neat as possible to promote a positive image.
9. Demonstrate appropriate behavior with other Business Professionals of America members and/or officers at Business Professionals of America sponsored events as well as set a positive example for other Business Professionals of America members.
10. Not allow members of the opposite sex to be in my hotel room unless accompanied by an advisor.

Section D. ATTENDANCE

1. If as an officer, I miss more than two meetings without a valid excuse, I understand that I am subject to removal from office as determined by the Board of Directors.
2. If I am more than 30 minutes late, it will be considered a missed meeting.
3. Valid excuses must be turned in to either the state advisor or assistant state advisor before or immediately after the scheduled meeting.
4. Special problems can be presented to the state advisor and assistant state advisor for consideration.

5. Attendance at all meetings and functions is mandatory, with arrival time being 15 minutes prior to the beginning of the meeting and/or function.
6. Attendance at all State conference activities is mandatory. I understand that if I leave a BPA State sponsored activity for any reason other than an emergency, my role as a state officer will be limited for the remainder of the that conference.

Signature of Officer

Date

Signature of Parent/Guardian

Date

Please Return by: August 1, 2020



DELAWARE DEPARTMENT OF EDUCATION

**Photo Release
Parental Authorization**

Please check one:

_____ I hereby grant the Delaware Department of Education permission to use

_____ 's (please insert student's FULL name)
picture for publication purposes only.

I release and indemnify the Delaware Department of Education from and against any claims or causes of action that I or my child may have against the Department of Education, invasion of my child's right of privacy, or any other manner in any way connected with the use or publication of the photographs taken by the Department of Education.

_____ I do not wish to grant permission to the Delaware Department of Education to use my child's picture for publication.

Parent/Guardian's signature

Date

Parent/Guardian's printed name and relationship to above

Signature of student

Date

Student's printed name

Please return this form on/or before August 1, 2019.



State Officer Leadership Team Meeting Attendance Overview

Late to Meetings

Lateness to a meeting will not be accepted without justified reasons. If for you are running late (traffic accident, school obligation, backup in traffic, etc.), please attempt to give Mrs. Wilson a call on the cell phone (302) 222-1254 at least 15 minutes before the meeting is to begin (*do not call while driving*). Please be sure to remember that your *safety* is always most important.

Meeting Attendance

Your attendance at all meetings is very important. The following are mandatory meetings:

- Summer Training (June)
- Monthly Meetings (July to March)
- Fall Leadership Conference (October/November)
- Officer Candidate Information Session (January)
- State Leadership Conference (February/March)
- All Community Service and External Conference Events

If you miss one of these meetings your participation in other events may be limited.

If you are going to miss a meeting you need to have a valid excuse. You also need to call Mrs. Wilson **at least 2 days** prior to a meeting. If you are sick you need to call first thing in the morning. Please follow up with an email when possible. Keep in mind that we have a right to call a parent/guardian or request a doctor's excuse.

State Officers are expected to attend all scheduled meetings and functions. If an officer **misses two meetings or events**, they are subject to removal from office.

Transportation Permission Authorization

Check the box(es) next to the appropriate choices.

- My student has permission to transport other officers to BPA meetings/events
- My student has permission to ride with other officers to BPA meetings/events
- My student has permission to ride with the State staff at BPA meetings/events
- My student does NOT have permission to transport other officers to BPA meetings/events
- My student does NOT have permission to ride with other officers to BPA meetings/events
- My student does NOT have permission to ride with the State staff at BPA meetings/events

I understand that unless there is a signed transportation form on file, an officer will not be able to carpool. Any officer who disregards this policy will be reprimanded and subject to immediate removal from the team.

Chapter Advisor Signature

Parent/Guardian Signature

Officer Candidate Signature