

BUSINESS  
PROFESSIONALS  
*of* AMERICA



# Virtual Local Chapter Handbook

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# Welcome!



From Left to Right: Historian/ Parliamentarian, Treasurer, Middle Level Representative, Secretary, Vice- President, President

Business Professionals of America is the premier CTSO (Career and Technical Student Organization) for students pursuing careers in business management, information technology, finance, office administration and other related career fields. Business Professionals of America has the ability to enhance student participation in professional, civic, service and social endeavors.

The State Officer Team has recognized the current situation and the difficulty that comes along with online learning and trying to keep students engaged and involved within their extracurricular activities. It is the responsibility of the SOLT to assist advisors in maintaining engagement. Whether it is to run virtual elections or conduct simply activities, we are here to help!

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# Agenda

The purpose of the agenda is to maintain discussions and stay within time limits during meetings. At least a week before each meeting, the President should create the agenda and share it with each officer and advisor to ensure that topics that need to be discussed are brought to attention.

**Set up:** Each new agenda adds onto the rolling minutes document which contains the past meeting minutes, with the most recent at the top. You are free to format it how you would like, but make sure to include the type of meeting, time, location, attendees, and absentees towards the top. Underneath, time should be allotted for each point of discussion and the secretary should take notes under these topics during the meeting. At the bottom, the SOLT likes to put down our “Next Steps.” These are tasks with specific deadlines and people responsible so that action can be taken towards our goals and keep us accountable.

	
<b>Delaware BPA SOLT</b> (NOTE: The top section of this form is to be shared BEFORE meeting, and the bottom portion should be completed DURING meeting)	
<b>SOLT Meeting: Website</b> <b>Wednesday, August 5th, 2020</b> <b>8:00PM- 9:00PM</b>	
<ul style="list-style-type: none"> <li>• <b>Zoom:</b> <a href="https://us04web.zoom.us/j/2500659772?pwd=MUVBNFJ5eTNOaUFkS1IDVjFiRGp2Zz09">https://us04web.zoom.us/j/2500659772?pwd=MUVBNFJ5eTNOaUFkS1IDVjFiRGp2Zz09</a></li> </ul>	
<p>BPA Program of Work: Click <a href="#">HERE</a> for POW. Save it to your web browser, if needed. This calendar is “live” and has the most current information.</p> <p><b>GOAL 1:</b> Maintain Social Media Presence</p> <ul style="list-style-type: none"> <li>• Utilize SOLT Officer social media to gain following</li> <li>• Use these accounts to share role-specific/meeting/event updates</li> <li>• Interacting with members through social media platform</li> </ul>	<p><b>Attendees:</b> Rachel, Krunal, Nidhi, Desere, Rahul, Kinga, Dr. Wilson  <b>Note taker (in this document):</b> Nidhi  <b>Norms Keeper:</b> Rahul  <b>Timekeeper:</b> Krunal</p> <p><b>2020-2021 SOLT Norms:</b></p> <ul style="list-style-type: none"> <li>• Vegas Rules- What happens in SOLT meetings, STAYS IN SOLT MEETINGS! (HOWEVER, what is LEARNED here, can leave here!)</li> <li>• Be open and honest             <ul style="list-style-type: none"> <li>○ Respect each other’s opinions and thoughts</li> <li>○ Let go and MOVE ON!</li> <li>○ Don’t be afraid to share your opinion</li> </ul> </li> </ul>

## Running Meetings

See Parliamentary Procedure for formal procedure of discussion. Meetings are run almost identically to how they would be in the classroom.

Unsurprisingly, it is currently not safe to have in-person local chapter meetings. However, there are a ton of virtual activities, including community service, that can be done while social distancing.

Such activities could include:

- Inviting guest speakers to talk during a Zoom session
- Movie “nights” - Get everyone together on Zoom, Netflix Party or another platform to watch a movie after voting on options
- Write letters to isolated seniors <https://www.lettersagainstisolation.com/>
- Adopt a nursing home, this site is for ones in Texas but you can also set up the same type of connection with a local nursing home <https://www.adoptanursinghome.com/>
- Offer your time to younger students by offering to tutor them
- There are tons of databases available for additional service activities students can do individually
  - <https://www.zooniverse.org/>
  - <https://www.allforgood.org/>
  - [https://www.catchafire.org/volunteer?name\\_filter=&type\\_filter=1&type\\_filter=2&page=1](https://www.catchafire.org/volunteer?name_filter=&type_filter=1&type_filter=2&page=1)
  - <https://www.idealists.org/en/volunteer?actionType=VOLOP&q=&searchMode=true>
  - <https://www.volunteermatch.org/search/virtual>
- Fulfilling torch awards requirements to qualify for the ambassador award.

If you plan to get your leadership team together for a meeting or a bonding experience, the above ideas could be used as well as additional ones like:

- Online quiz through QuizBreaker
- Tabletopia - Virtual reality versions of board games <https://tabletopia.com/games?category=fast>
- Get to know the colors of the different personality types on your team through positively-mary.com
- Book club on a book about leadership
- Guess the Gibberish game on Youtube
  - This is a fun interactive game that can be played with your leadership team
  - The game consists of gibberish phrases which require you to put them together and solve what the phrase is.

## Parliamentary Procedure

Parliamentary procedure refers to rules that help us maintain order and ensure fairness in business meetings. The rules ensure that everyone has a chance to participate, be heard, and help the group reach decisions.

Only one person may speak at a time. The president of the chapter announces the order of business and calls on people to speak. Here is the general order of business for a club meeting.

Order of Business for a BPA Meeting:

1. **Call to order** – (President stands, strikes gavel) “This meeting of the State Officer Leadership Team will come to order. Please stand and recite the Pledge of Allegiance and the BPA Pledge together.”

Generally the president stands when talking and sits when someone else is delivering a report. However, for virtual meetings, everyone remains seated.

2. **Roll Call** – “The secretary will call the roll.” (The president or secretary will announce the preferred way to answer roll call. Probably the year’s program booklet will list the roll call subject for each meeting.)
3. **Reading of the minutes** “ –The members will silently read the minutes of the last meeting.” The president asks, “Are there any additions or corrections? Pause for a moment. If not, they stand approved as read.”

If there are corrections, the president asks them to be made and then says, “The minutes stand approved as corrected.” (If someone questions the accuracy of the minutes or the correction that has been proposed it may be necessary to take a formal vote to approve the minutes. This is usually not needed.)

4. **Treasurer’s Report** “ –We will now have the treasurer’s report.” The treasurer reports on the following: money received, money spent and the present balance. The president says, “Are there any questions about the treasurer’s report? Pause for a moment. If not, the president moves on to Other Reports.
5. **Other Reports** – The president asks for the following reports:  
Additional Officers’ reports  
Committee reports

**6. Unfinished Business** – Something discussed but not decided at a previous meeting.  
“Secretary, were there any motions postponed until this meeting?”

“Is there any other unfinished business? If not, we will proceed to new business.”

**7. New Business** – Business not previously discussed.

“Is there new business to be brought before the team?”

Member 1: Mr. President, I move that \_\_\_\_\_.

Member 2: I second the motion.

President: It has been moved and seconded that \_\_\_\_\_.

Is there any discussion?

After discussion is over . . .

President: All those in favor of (repeat motion), signify by raising your hand. All those opposed, raise your hand. Motion carries or fails.

“Is there additional new business to be brought before the club?”

**8. Adjournment** “–Is there a motion to adjourn?” Receive motion and second. “It has been moved and seconded the meeting be adjourned. All in favor say ‘Aye.’ All opposed, say ‘No.’ Meeting adjourned.” (Tap the gavel.)

Conducting Business Using Motions

**Main motion - Brings new business to the group and the motion is made while no other business is pending.**

**A member asks for the floor:**

**Member 1:** Mr./Madame President

**President:** Member 1

When the president recognizes a member, we say he/she has the floor.

**Member 1:** I move that we donate \$25.00 from our treasury to the Fall Leadership Conference.

**Member 2:** I second the motion. (Sometimes shortened to simply “Second.”)

(A member doesn’t have to be recognized to second a motion.)

## **Motion to amend (a Subsidiary Motion) – Changing the main motion**

**Member 4:** I move that we amend the motion by substituting the words “\$25” with “\$15.”

**Member 3:** Second

**President:** It has been moved and seconded to amend the motion by substituting “\$25” with “\$15.” Is there any discussion? Hearing none, we will vote on the amendment. All in favor raise your hand. All opposed, raise your hand. The motion is amended. The amended main motion is now "I move that we donate \$15 from our treasury to the Fall Leadership Conference."

Is there other discussion on the main motion? (Pause to give members time to respond.) Hearing none, we will vote on the motion to donate \$15 from our treasury to the Fall Leadership Conference. All in favor raise your hand. All opposed, raise your hand. The motion passes. Is there other business?

## **Voting on motions – The President decides on the method of voting:**

1. Voice vote: All those in favor, say “Aye.” Those opposed, say “Nay/No.”
2. By standing
3. By raising of hand
4. By ballot. This can be done by opening a poll in Zoom or other video conference software.
5. By calling roll and asking each person to say “aye” or “no.”

## **Amending a Motion – An amendment can be amended in the following ways:**

1. Adding a word or phrase.  
“I move to amend the motion by adding the words ‘2020’ before Fall Leadership Conference.”
2. By striking out a word or phrase.  
“I move to strike the phrase ‘from our treasury’ from the motion.”
3. By substituting a word or phrase.  
“I move that we amend the motion by substituting the words ‘\$25’ with ‘\$15.’”

After an amendment has been offered, seconded, and discussed, **only the amendment is voted on**. After it passes, the main motion must be voted on as amended. If the amendment fails, the main motion must be voted on as originally stated.

## Other Pertinent Rules about Motions

1. Only one main motion may be on the floor at one time. It must be postponed (to a certain time or indefinitely), referred to committee, or voted on before another main motion can be made. Motions to postpone or to refer to committee are subsidiary motions and can be offered to clear a main motion from the floor. Motions to postpone or to send to a committee require a majority vote to pass.
2. With the approval of the members who made and seconded a motion, it can be withdrawn from the floor without a vote.
3. If a motion doesn't receive a second, it dies (is no longer considered).
4. If debate on a main motion drags on and on, any member may call for the vote:

**Member 1:** Mr./Madame President, I move (or call) the previous question.

**President:** Previous question has been called on the pending motion. If adopted, this will stop debate and we will vote on the pending motion. All in favor, raise your hand. All opposed, raise your hand.

The motion to call the previous question requires a second, may not be debated, and requires a two-thirds majority to pass. If it passes, a vote on the pending motion is taken immediately. If it fails, discussion continues on the pending motion.

A useful tool to further nail down parliamentary procedure is the Roberts Rules Cheat Sheet. Many other simple motions and actions can be found below along with guidelines to be followed when making one.

## Elections

Possible ways of running local chapter elections virtually:

1. Advisor can make and send out a Google form to apply for interest (advisors should include all questions they feel are necessary)
2. Allocate members a short amount of time to complete applications
3. In the following weeks after submitting an application, advisor can schedule interviews and/or notify each candidate to make a brief platform that can be presented to all members during a virtual meeting
  1. If applications do not meet local office standards then advisor has the ability to remove the candidate
4. A zoom poll should be conducted to determine officers and release the results thereafter
5. A short officer introductory team meeting should be held a week after elections



## Fundraisers and Money Collection

Throughout this pandemic, many small businesses are suffering financially. Due to this current situation it is unfavorable to ask for donations to sponsor our local chapters. Due to current restrictions, it is infeasible to collect money using fundraising apps such as Venmo or Cashapp. Consequently, a higher importance will be placed this year on student and faculty donations. The Delaware BPA community would also appreciate virtual coupons or SWAG from big chain businesses.

## New Members

There are many reasons to join Business Professionals of America, especially during these hard times. It's important to stay connected with our community and learn new skills.

Business Professionals of America offers students the chance to:

- Be prepared for a world class workforce
- Qualify for scholarships
- Make connections in the business world
- Hold an office
- Participate in elections
- Earn awards and recognition
- Gain industry certification
- Meet industry leaders
- Improve their resume
- Travel nationally
- Become active in community service
- Meet people with similar passions
- Make lifetime opportunities

To join, a school must initially form a local chapter under national guidelines before students are able to participate in the state and fall leadership conferences.

Whatever virtual platform the local chapter is using for the time being it is the advisors responsibility to frequently post flyers for the upcoming interest meeting. Current members should spread the word and encourage their peers to join BPA. An interest meeting should be engaging and possibly use some of the activities mentioned in the handbook or anything else that is creative. Along with meetings, local chapter Secretaries should send out weekly meeting updates, reminders, and important information that can be communicated through an email.

Along with virtual platforms, advisors are encouraged to have Remind or GroupMe groups to send out brief messages to make communication more effective and allow members to be comfortable when asking questions.

## How Do I Get Involved Virtually?

During these tough times we are all trying our best to work together and make a difference. Due to the current circumstances and living in a global pandemic we have had to switch over the virtual format. There is so much that we are able to accomplish virtually; however, we must take this time to seize the moment and be as productive as we can possibly be. There are many ways that we can be productive through this virtual format. Some ways to be productive may include but not be limited to:

- Holding virtual meetings through Zoom
- Keeping in touch with your students through group chats and having weekly meetings
- Take part in [BPA.com/learn](https://www.bpa.com/learn) opportunities
- Take part in BPA Cares events
  - Take part in virtual community service projects
- Take part in team bonding events through Zoom
  - Movie Night
  - Game Night
  - Icebreakers
- Ensure that vital communication takes place between students and advisors
- Have guest speakers whom you may know to give your students a motivational boost and/or a spark in their young lives
- Encourage your students to take part in virtual activities to help enhance their own knowledge

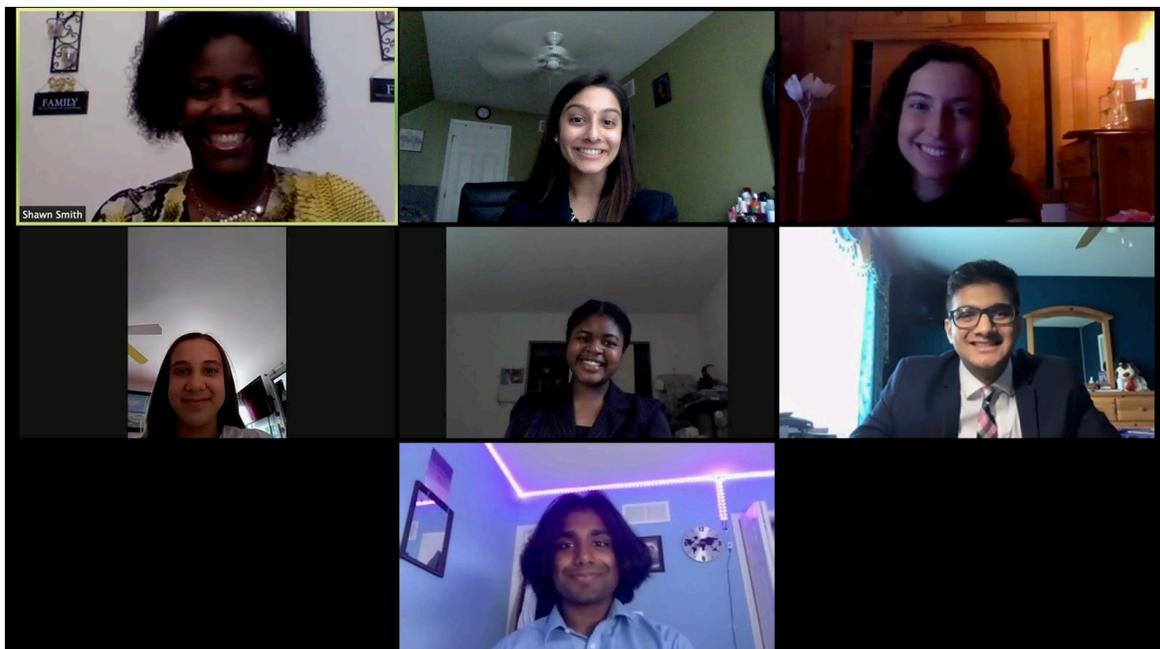
As we know, the start of this school year will be tough. We are uncertain on how things will plan out; however, we can take this opportunity to take part in things from home. Using this virtual format BPA chapters can bond with one another, take part in BPA activities, and stay in touch with fellow peers and advisors to ensure that the mission of the organization is still viable. Use this time we have to take advantage of certain opportunities. Always keep in touch with your students and help them achieve a certain point of success. As we all do not know how long we will be stuck in this virtual aspect of time, use it to your advantages. Use this special time to help build your BPA chapters relations and encourage students to take part in different virtual activities on the National BPA Academy to enhance their own knowledge.

## Team Building and Bonding

During these tough times many people feel lonely. That is why it is very important to organize virtual team building and bonding events in your chapters. Being virtual, we have the ability and advantage to meet with anyone no matter the distance. There are many activities that your teams can take part in virtually. For example:

- Charades - This is a fun way to take a break during meetings or, break the ice for the new year. To do this on zoom make two groups and send them into their breakout rooms give them 3 minutes to choose their idea, and the person who will act out their idea. Then bring the two groups back to the main zoom and have the other group try to guess the charade being acted out.
- Pictionary - This game will give a good laugh and create so great bonds. Create two teams. Have the teams get a designated drawer. The drawer will get a word from this random word generator (link at the bottom) then the drawer will draw the word and their team has to guess what the word is. Team with the most points wins. <https://randomwordgenerator.com/pictionary.php>
- Trivia - You can use this random trivia generator, and have your members text their answers into the chat on zoom. <https://www.randomtriviagenerator.com/?fbclid=IwAR3m-Vep1dcLeuN1mxmfoSjKf8iLFwGz3qCV9TMTonNkrkCwuM9ggHnUFtnE#!/>

For more ideas refer to the Running Meetings Section.



## Data Collection

Data collection is an important tool one should master throughout their young careers. Data collection sheets can be used to organize data efficiently. Collecting data in the proper way can help ensure that all data is secured and accounted for. Also, collecting data is valuable when making important decisions and remaining better prepared in case of future complications. It makes it easier to analyze and make decisions upon certain pieces of data. The most effective way to collect data based on our current situation is digitally. Some of those ways you can collect data digitally include but may not be limited to:

- Using spreadsheets on Excel or Google Sheets to collect data
  - Easily create categories and subcategories to separate the data
  - Can differentiate between qualitative and quantitative data
- Google Forms

Data collection can be done on paper and online as well. Using an online source such as Excel or Google Sheets has more advantages.

- Digital data collection reduces the time to analyze and distribute results
- Digital forms can be updated easily and distributed among members
  - This can allow others to view results and collaborate on the spreadsheet
- Digital data can help make us more productive
  - It can get us the information needed
  - Present the data in useful ways

Collecting data is an important tool which can be useful to anyone at any stage of their career. As everything starts to shift towards a digital aspect, collecting data digitally allows for much larger sample sizes and improves the reliability of the data. Digital data also removes any potential bias or human error from the data collected. Digital data collection is easier, more reliable, and can easily be accessed and reached by many different people.



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