

**Constitution & Bylaws**  
**Business Professionals of America**  
**Mat-Su Career and Technical High School Chapter**

Ratified on April 6, 2009  
Revised on April 19, 2010  
Revised on November 29, 2010  
Revised on November 3, 2014  
Revised on April 6, 2015  
Revised on February 19, 2018  
Revised on March 5, 2018  
Revised on November 4, 2019  
Revised on March 1, 2020

## **CONSTITUTION**

### **PREAMBLE**

With the identification of business, information technology, and office occupations as an area of career and technical education, it has become necessary to provide a student group experience for students enrolled in business education programs.

Leadership development through student groups can be effective in strengthening career and technical education for business, information technology, and office occupations. It is deemed essential that:

1. There be established a career and technical student group to serve the needs of those students enrolled in initial, refresher, or upgrading business, information technology, and/or office education programs.
2. This organization be an integral part of the career and technical education curriculum preparing students for business, information technology, and office occupations.
3. The organizational pattern facilitates the use of existing student groups as an integral part of the education pattern for business, information technology, and office occupations as established in law and regulation.
4. This organization provides a means for individual state groups to participate as members of a national student group serving the career and technical educational needs of students enrolled in business, information technology, and office occupations.

## ARTICLE I - NAME

The name of this organization shall be Business Professionals of America, Mat-Su Career and Technical High School Chapter and shall be associated with the Alaska Association and Secondary Division of the national organization.

## ARTICLE II - PURPOSES

The purposes of this organization are:

- To provide opportunities for chapter members in leadership and development.
- To unite in a common professional bond without regard to race, creed, sex, or national origin of students enrolled in classes with business employment as their objective.
- To develop leadership abilities through participation in career and technical education, civic, recreational, and social activities.
- To assist students in establishing realistic employment objectives.
- To create enthusiasm for learning.
- To promote high standards in ethics, workmanship, and scholarship.
- To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic processes.
- To foster an understanding of the functions of labor, entrepreneurial, and management organizations in the American free enterprise system.
- To develop competent, assertive leaders in business education.
- To develop and strengthen members' confidence in themselves and their work.
- To provide satisfactory social and recreational activities.
- To foster practical application of business education skills through competition.

## ARTICLE III - ORGANIZATION

Section 1: Business Professionals of America, Mat-Su Career and Technical High School Chapter is an organization operating in accordance with a charter granted by the Alaska Association which is granted a charter by Business Professionals of America, Inc.

Section 2: The administration of Business Professionals of America, Mat-Su Career and Technical High School Chapter will be vested in the officers and advisors.

Section 3: The Business Professionals of America, Mat-Su Career and Technical High School Chapter will have officers who will be elected annually by the membership. The officers, through the chapter president, will make recommendations to the advisor with respect to the welfare of the Business Professionals of America, Mat-Su Career and Technical High School Chapter.

Section 4: The Business Professionals of America, Mat-Su Career and Technical High School Chapter will have officers who will be elected annually by the membership. The officers, through the chapter president, will make recommendations to the advisor with respect to the

welfare of the Business Professionals of America, Mat-Su Career and Technical High School Chapter.

#### ARTICLE IV – COMMITTEES

Our chapter will have one committee: Chapter Welfare

Our Chapter Welfare Committee will have the following sub-committees:

Community Service

Fundraising

BPA Torch Awards & BPA Cares Awards

Social Activities

#### ARTICLE V - MEMBERSHIP

Membership in the Business Professionals of America, Mat-Su Career and Technical High School Chapter shall consist of any student from Mat-Su Career and Technical High School. The member must pay dues as established by the local, state, and national association; and will be eligible to hold office, participate in award programs, serve as a delegate to state and national meetings, or to otherwise represent his/her chapter in state and/or national Business Professionals of America affairs.

#### ARTICLE VI - VOTING

Section 1: Conference. Local members of Business Professionals of America, Mat-Su Career and Technical High School Chapter shall exercise their voting privilege through voting delegates at conferences. The allocation of the voting delegates from each chapter to the state and national association will be determined each year by the respective associations.

Section 2: Local Officers. Local officers will be elected annually by the membership vote.

#### ARTICLE VII - OFFICERS

Officers of the Mat-Su Career and Technical High School Chapter shall be elected by majority vote of the membership. Officer positions shall consist of a president, vice president, secretary, treasurer, historian, and parliamentarian. Officers elected one term shall continue to hold office until the election of officers the following term. New officers will be inducted during the annual Torch Ceremony held each spring or at a membership meeting if a full slate of officers is not inducted in the spring. If an officer vacancy occurs during the school year, the advisors and president will appoint a member in good standing to the position.

#### ARTICLE VIII - MEETINGS

Regular meetings of the Mat-Su Career and Technical High School Chapter will be held. Parliamentary procedure for all meetings will be governed by the current edition of *Robert's Rules of Order, Newly Revised*.

## ARTICLE IX - ADVISORS

The teacher or teacher/coordinator of each business education, information technology, and/or office education program will serve as an advisor of his/her Business Professionals of America chapter. However, an alternative advisor may be appointed as deemed necessary by the school administration.

## ARTICLE X - FINANCES

Local associations will be responsible for local, state, and national dues according to the number of individual members claimed. The Mat-Su Career and Technical High School Chapter is also responsible for submitting dues to the appropriate designee by the designated deadline(s).

## ARTICLE XI – EMBLEM AND COLORS

Section 1: Colors are navy blue, tan, and red.

Section 2: The official Business Professionals of America emblem is the shield which represents the aims and objectives of the organization.

Section 3: The official Business Professionals of America Flag emphasizes the logo, tagline, and colors.

## ARTICLE XI - AMENDMENTS

To amend this constitution, the proposed amendment must be presented in writing by the member or advisor proposing the amendment to the chapter president and chapter advisor at least seven days prior to the next regularly scheduled chapter meeting. The proposed amendment may be adopted by a majority approval of the voting members. Voting members will be defined as members present at any regularly scheduled meeting in which voting is taking place.

## ARTICLE XII - RULES, REGULATIONS, AND BYLAWS

The Mat-Su Career and Technical High School Chapter of Business Professionals of America will adopt such rules, regulations, and bylaws as are deemed necessary by the members and advisor.

## ARTICLE XIII – CTSO EVENT ELIGIBILITY

In order for a BPA member to participate in an event, the member must meet the eligibility requirements of the Alaska School Activities Association and be in compliance with all Mat Su Borough School District and Mat Su Career and Technical High School policies and requirements for activities.

# **BYLAWS**

## **ARTICLE I - QUALIFICATIONS FOR STUDENT OFFICE**

Section 1: Only active and eligible (see Bylaws Article I, Section 3) members will be eligible for office in the Mat-Su Career and Technical High School Chapter.

Section 2: To be eligible for office in the Mat-Su Career and Technical High School Chapter candidates must meet the qualifications as established by the chapter advisor.

Section 3: In order for a member of the Mat-Su Career and Technical High School Chapter of Business Professionals of America to be considered for an officer position and/or remain an officer the member must meet the eligibility requirements of the Alaska School Activities Association and be in compliance with all Mat Su Borough School District and Mat Su Career and Technical High School and CTHS BPA policies and requirements for activities.

## **ARTICLE II - DUTIES OF STUDENT OFFICERS**

Section 1: *President*. It shall be the duty of the president to preside at all business meetings; to preside over officer meetings; to make all necessary committee appointments including the designation of committee chairmen; to be available, as necessary, in promoting the general welfare of Business Professionals of America.

Section 2: *Vice President*. It shall be the duty of the vice president to serve in any capacity as directed by the president; to serve as chairman of the committees; to accept the responsibilities of the president as occasions may demand; and to be available, as necessary, in promoting the general welfare of Business Professionals of America.

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 officer meetings; to be available, as necessary, in promoting the general welfare of Business Professionals of America.

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 membership reports necessary for the division; and to be available, as necessary, in promoting the general welfare of Business Professionals of America.

Section 5: *Historian*. It shall be the duty of the historian to maintain the Business Professionals of America Mat-Su Career and Technical High School Chapter yearbook; the history of Business Professionals of America, Mat-Su Career and Technical High School Chapter; and to be available, as necessary, in promoting the general welfare of Business Professionals of America.

Section 6: *Parliamentarian*. It shall be the duty of the parliamentarian to be responsible for the general conduct at the meeting; to rule on rules of order, should the occasion arise, during the business meetings of Business Professionals of America, Mat-Su Career and Technical High

School Chapter; and to be available, as necessary, in promoting the general welfare of Business Professionals of America.

### ARTICLE III - DUES

The membership year shall be September 1 through August 31. Annual state and national dues shall be established by the state and national associations, respectively. It will be the responsibility of the local chapter for the submission of these dues within the deadline. Local dues may be established and handled locally.

### ARTICLE IV - AMENDMENTS

To amend these bylaws, the proposed amendment must be presented in writing by a member or advisor to the chapter president and chapter advisor at least seven days prior to the next regularly scheduled chapter meeting. The proposed amendment must be considered at the next chapter meeting. The proposed amendment may be adopted by a majority approval of the voting members. Voting members will be defined as members present at any regularly scheduled meeting in which voting is taking place.

### ARTICLE V – NATIONAL LEADERSHIP CONFERENCE

In order for a member of the Mat-Su Career and Technical High School Chapter of Business Professionals of America to be eligible to attend the National Leadership conference the following eligibility requirements must be met:

- Freshman, sophomore, junior or senior in good standing (see Bylaws Article I, Section 3).
- Senior candidates who have not been a member of our chapter for at least one full school year, will need approval by the BPA advisor(s) in order to attend.

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