



Ohio Association

BYLAWS

Revised November 2006

BUSINESS PROFESSIONALS OF AMERICA
OHIO ASSOCIATION BYLAWS

ARTICLE I. NAME

The name of this organization shall be Business Professionals of America, Ohio Association.

ARTICLE II. PURPOSE

The purpose of this organization is:

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

to develop dynamic, responsible leadership abilities by participation in career-technical education, civic, recreational, and social activities through the use of democratic processes;

to assist students in establishing realistic employment objectives through participation in educational programs related to the study of business/administrative services/management/finance/information technology/marketing/entrepreneurship;

to promote high standards in ethics, workmanship, and social relationships necessary for mature citizenship;

to develop better relationships among students, teachers, parents, and the business community; and

to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

ARTICLE III. ORGANIZATION

Section 1. Organization

The Business Professionals of America, Ohio Association, shall be an organization of local chapters, each operating in accordance with a charter granted to the school by the Ohio Association. Each chapter is limited to students enrolled in a state approved career-technical program/pathway teaching business/administrative services/management/

finance/information technology/marketing/entrepreneurship and whose chapter is an integral part of that program/pathway. Each chapter shall have at least one advisor who must be a professional member of Business Professionals of America.

Section 2. State Advisor

The state advisor shall be appointed by the Assistant Director, Office of Career-Technical and Adult Education with responsibility for program/pathways in business/administrative services/management/finance/information technology/marketing/entrepreneurship.

Section 3. Federation

The state, region, and local chapters shall be federated to form the Business Professionals of America. Members of Business Professionals of America, Ohio Association shall be members of the local, region, state and national levels of the organization.

Section 4. Regions

The state organization shall be divided into regions for greater facility and convenience in holding meetings, conducting events, and carrying on association business. Each region shall be determined by the state advisor with advice from the executive board.

Section 5. Local Chapters

An active local chapter shall meet minimum membership criteria established by National Business Professionals of America and whose members are enrolled in a state approved career-technical program/pathway teaching business/administrative services/management/finance/information technology/marketing/entrepreneurship. Each local chapter must be under the leadership of a paid professional member of Business Professionals of America who serves as the chapter's advisor.

Section 6. Local Chapter Advisors

All local advisors must be paid professional members. Advisors shall take an active part in region and state association functions.

Section 7. Administration

The administration of this organization shall be vested in the Ohio Department of Education, through the Assistant Director with responsibility for career-technical programs/pathways in business/administrative services/management/finance/information technology/marketing/ entrepreneurship with support and advice from the executive board of the Ohio Association.

Section 8. Policy, Finances, Operational, and Organization Decisions

Final responsibility for making policy, financial, operational, and organizational decisions shall be the responsibility of the Assistant Director, Office of Career-Technical and Adult Education representing programs/pathways for business/administrative services/management/finance/information technology/marketing/entrepreneurship. All decisions will be in regard to the total program of Career-Technical Education in Ohio and to state approved career technical programs/pathways teaching

business/administrative services/management/finance/information technology/marketing/entrepreneurship.

ARTICLE IV. MEMBERS

Section 1. Categories

The categories of membership shall be active, professional, and honorary.

A. Active

Active members shall be students enrolled in a state approved career-technical program/pathway teaching business/administrative services/management/finance/information technology/marketing/entrepreneurship.

B. Professional

Professional members shall be persons associated with or participating in the professional development of the Business Professionals of America, Ohio Association. Such members may include teacher-educators, teachers, coordinators, and local administrators; persons enrolled in a business education pre-service teacher-education program; employers and/or training station sponsors of students; advisory committee members; and others willing to contribute to the growth and development of business education and the organization.

C. Honorary

Honorary members may be individuals recommended to and approved by the executive board and the state advisor.

Section 2. Membership Qualifications

A student may qualify for active membership in the state Association providing:

A. The school is chartered by the Business Professionals of America, Ohio Association.

B. The student is enrolled in a state approved career-technical program/pathway teaching business/administrative services/management/finance/information technology/marketing/entrepreneurship.

C. The student pays state dues by a date specified by the state advisor.

D. The chapter follows the policies and ideals of the state and national organization and has the approval of designated school authorities.

E. The student is a member in good standing of a local chapter and region.

Section 3. Rights and Privileges

- A. Active members shall be eligible to hold state office, participate in state competitive events, serve as a voting delegate, or otherwise represent the school and/or region in Ohio Association affairs.
- B. Professional members shall be ineligible to serve as a voting delegate, hold state office, or enter competitive events.
- C. Honorary members shall be ineligible to serve as a voting delegate, hold state office, or enter competitive events.

Section 4. Dues

- A. Active and professional members must pay dues as established by the state advisor, based on recommendations of the Executive Board. Regional dues shall be determined by each region.
- B. Honorary members shall be exempt from paying dues.
- C. State and national dues shall be collected and submitted per established National and Ohio policies.

ARTICLE VI. CONVENTIONS

Section 1. Conventions

- A. A Fall Leadership Conference shall be held for the purpose of electing a state officer team and for leadership development.
- B. The Competitive Events Conference shall be held in the spring so that students may compete and qualify as participants in the National Leadership Conference.

Section 2. Participants

All state convention participants must be active or professional members of the Ohio Association and be registered according to published guidelines.

Section 3. Voting Delegates

- A. Voting delegates to the state convention shall be selected by local chapters.
- B. The number of voting delegates eligible to attend shall be determined and published by the state advisor prior to the convention.

Section 4. Contest Participants

The number of contest participants at the State Leadership Conference shall be determined by the state advisor, based upon recommendation of the Executive Board.

Section 5. Regional Conferences

Regional conferences shall be held prior to the state conventions and shall be open to the membership of the region to conduct official regional business. The time, place, and organization of regional conferences will be determined by the leadership of each region.

ARTICLE VII. OFFICERS

Section 1. Designations

- A. The officers of the Business Professionals of America, Ohio Association, shall be a president, vice-president, secretary, treasurer, historian, and parliamentarian.
- B. No person shall hold more than one state office concurrently.

Section 2. Eligibility for Office

To be eligible for any office, a candidate must be an active member of Business Professionals of America as defined in Article IV, Section 1, A.

Section 3. Duties

In addition to serving in any capacity as directed by the national president and to promote the general welfare of the Business Professionals of America, the duties of the state officers shall be:

- A. The president shall preside over the state conventions, and preside at any meetings of the executive board in the absence of the chair.
- B. The vice-president shall perform the duties of the president when absent, assist the president in coordinating the activities at the state conventions, and administer the Awards Program on the state level.
- C. The secretary shall keep an accurate record of the business transacted during all state conventions and meetings of the executive board.
- D. The treasurer shall be aware of the financial condition of the Association and assist in performing the duties of the state officer team.
- E. The historian shall accumulate information and materials which are of value in recording the history of the Ohio Association and will provide information pertinent to the organization to be included on the organization's website.
- F. The parliamentarian shall advise, when requested, the president, the Executive Board, or any member on parliamentary matters according to the parliamentary authority.
- G. All state officers shall attend the National Leadership Conference and serve as a voting delegate, if requested. State officers shall serve as members of the Executive Board.

ARTICLE VIII. NOMINATIONS, ELECTIONS, AND VACANCIES

Section 1. Nominations

Each region may submit the names of candidates for the state officer team. Nomination guidelines and procedures shall be determined by the state advisor with advice from the Executive Board.

Section 2. Screening Process

Candidates for state office will be selected through the screening process. Candidates will campaign for office and the state officer team will be selected according to published guidelines and procedures.

Section 3. Election

- A. Election procedures shall be determined by the state advisor with the advice of the Executive Board.
- B. Elections shall be by ballot vote.
- C. All officers shall serve for one year or until their successors are elected.
- D. The officers shall take office at the close of the Fall Conference at which they are elected.

Section 4. Vacancies

Any state office vacancy may be filled at the state advisor's discretion on a case-by-case basis.

ARTICLE IX. EXECUTIVE BOARD

Section 1. Composition

- A. The voting members of the Executive Board shall be the president, vice-president, secretary, treasurer, historian, parliamentarian of the Ohio Association, Secondary Division and the members of the Ohio Classroom Educators Advisory Council.
- B. The Assistant Director and the state consultants with responsibility for career-technical programs in business/administrative services/management/finance/information technology/marketing/entrepreneurship as assigned by the Assistant Director shall by ex-officio, non-voting members.

Section 2. Meeting

- A. The board shall schedule at least two (2) regular meetings a year to conduct necessary business.
- B. The state president and/or the chair of CEAC may call a special meeting of the executive board with the approval of the state advisor.

Section 3. Quorum

Twelve (12) members, including a minimum of three (3) students and nine (9) advisors, shall constitute a quorum.

Section 4. Presiding Officer

The Chair of CEAC shall be the presiding officer of the Executive Board. In the absence of the Chair, the President of the Ohio Association shall serve as chair.

ARTICLE X. ADVISORY COUNCIL

Section 1. Members

The Ohio Classroom Educators Advisory Council shall consist of one advisor from each region and the state advisor or his/her designee.

Section 2. Duties

The Ohio Classroom Educators Advisory Council (Ohio CEAC) shall serve in an advisory capacity and provide communication between the state and regional levels.

Section 3. Term of Office

Members shall serve a two-year term with one half of the region representatives' terms beginning in even numbered years and the other half in odd numbered years.

Section 4. Chair

The chair of the council shall be elected annually from its members at the reorganization meeting of the board.

ARTICLE XI. SYMBOLS

Section 1. Symbols

The Ohio Association, by affiliation with National Business Professionals of America, adopts its motto, pledge, creed, colors, symbols, pins, and rituals.

Section 2. Colors

The emblematic colors shall be navy blue, tan, and red.

ARTICLE XII. PARLIAMENTARY AUTHORITY

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

ARTICLE XIII. AMENDMENT

These bylaws may be amended at any session of a state convention by a two-thirds vote of those delegates registered and voting, a quorum being present, provided that the following criteria have been met.

- A. A member, chapter, or region must submit a proposed amendment in writing to the state advisor.
- B. The state advisor shall send the proposed amendment to each member of the executive board.

- C. Proposed changes must be approved by the executive board and the state advisor.
- D. Proposed amendments shall be distributed to all local chapters no less than thirty (30) days prior to convention.

Section 2. Presentation

Only those proposed amendments recommended by the executive board and approved by the state advisor will be presented to the voting delegates at the state convention.

ARTICLE XIV. DISSOLUTION

In the event of dissolution of the Association, and after payment or provision for the payment of all liabilities of the Association, the Association shall distribute all assets exclusively to the following organizations in order of preference:

- A. Business Professionals of America, Ohio Association Foundation OR
- B. Ohio Association for Career and Technical Education (Ohio ACTE), Business Information Technology Division (BIT Division).

Temporary Provision for Distribution of Assets in Case of Dissolution

Until such time as the Business Professionals of America, Ohio Association Foundation is incorporated, first choice for distribution of assets will be the Ohio Association for Career-Technical Education (Ohio ACTE), Business Information Technology Division (BIT Division).