

Business Professionals of America Wisconsin Association

BYLAWS

Appendix A.1



ARTICLE I - GENERAL DUTIES OF THE STATE OFFICER TEAM

Section 1. The president. It shall be the duty of the president to preside over all meetings of the organization. The President shall appoint committees and serve as an ex-officio member of the committee. In addition, working with the secretary, the president shall prepare an agenda for all meetings.

Section 2. The vice president. It shall be the duty of the vice president to assume the duties of the president in his/her absence or upon request of the president and to assist the president in other ways as appropriate. The vice president shall be responsible for promoting the Torch Awards Program. He/She is also responsible for promoting and officiating over the BPA Cares Awards and Professional Cup competition.

Section 3. The secretary. The secretary shall keep an accurate record of the organization and Executive Board meetings, carry on such correspondence as is necessary, and maintain the emailing list.

Section 4. The parliamentarian. The parliamentarian shall see that all meetings are run smoothly according to proper parliamentary procedures and be responsible for running all state officer elections (including chairing the voting delegates' meeting, preparing ballots, and recording votes received).

Section 5. The communications officer. It shall be the duty of the communications officer to organize and publish a minimum of four issues of the state newsletter, with the assistance of the other officers, and promote the organization as the Executive Board deems appropriate.

Section 6. The marketing officer. It shall be the duty of the marketing officer to maintain (along with the Digital Media Specialist the state association's website, keep the state brochure up to date, He/She shall coordinate post-conference evaluations, and promote the organization as the Executive Board deems appropriate.

ARTICLE II- COMMITTEES

Committees will be appointed as necessary by the Executive Board.

ARTICLE III- FISCAL YEAR

The fiscal year shall be from July 1 to June 30 of the following year.

ARTICLE IV- QUORUM

Two-thirds of the voting delegates attending a student conference constitute a quorum.

ARTICLE VI- ORDER OF BUSINESS

The order of business shall be as follows:

1. Call to Order
2. Roll Call
3. Minutes of Previous Meeting
4. Officer Reports
5. Committee Reports
6. Unfinished Business
7. New Business
8. Announcements
9. Adjournment

ARTICLE VI- OFFICER CANDIDATES

To become an officer, a candidate must:

Meet all requirements as stated by the Executive Board in Article I of the Operating Policy.

ARTICLE VII- AMENDMENTS

Section 1. To amend these bylaws, the proposed amendment must be presented by an active member in writing to the Executive Board. The Executive Board has the responsibility of correcting the proposed amendment in case of error but must not alter its intent, whereby it must be approved by a two-third (2/3) vote. The amendment shall then be published in the minutes of the Executive Board.

It then must be presented for a vote at the next state conference and must be approved by a two-third (2/3) vote of the voting delegates