



# **BY-LAWS**

**Date to be Revised**

**June 2020**

## BYLAWS

### Article I--Qualifications for State Office

- Section 1: Only active members are eligible for state office.
- Section 2: Candidates must meet the qualifications as established by the Board of Directors. The Board of Directors will review and determine the eligibility of the candidates as stated in the Policies and Procedures Manual.
- Section 3: The candidate may be disqualified by the Code of Conduct for violation of any conference rule.

### Article II--Duties of State Officers

The College Division state officers may include but is not limited to a President, Executive Vice President, Recording Vice President, Vice President of Public Relations, and Vice President of Professional Management. This collective group will be called the Business Professionals of America, Minnesota Association, and College Division Executive Council.

The responsibilities of the Executive Council shall be to promote the general welfare of Business Professionals of America, Minnesota Association, and College Division; submit monthly summaries of activities to the Executive Director; to aid the Executive Director in planning conferences and assemblies; and other duties as assigned by the Executive Director.

- Section 1: Duties of the President: To preside at all business meetings, to make all necessary committee appointments including the designation of committee chair people, to appoint the state head voting delegate for the National Leadership Conference, and to develop with the State Officer Team a program of work for the term of office.
- Section 2: Duties of the Executive Vice President: To serve as chairperson of the student committees, to accept the responsibilities of the President as occasion may demand, to handle the Torch Awards programs, and to disperse information to the other officers concerning Business Professionals of America Minnesota Association.
- Section 3: Duties of the Recording Vice President: To record the minutes of all meetings and prepare all formal correspondence for the State Officer Team, to promote professional development, to assist in planning seminars for conferences, and to process special award applications.
- Section 4: Duties of the Vice President of Public Relations: To be responsible for updating of all social media, and to handle publicity for conferences and the overall organization.
- Section 5: Duties of the Vice President of Professional Management: To promote and conduct primary and general elections at the Professional Development Conference.

Section 6: In the case of resignation or inability to execute their specific duties. With the exception of President whose position is automatically assumed by the Executive Vice President. One of the remaining candidates, as approved by the Board of Directors and the State Officer Team may fill the office. If there are no remaining candidates, the Board of Directors may appoint the replacement; nominations may be accepted from advisors, the State Officer Team, or the Board of Directors.

#### Article III--The State Officer Team

The State Officer Team of Business Professionals of America, Minnesota Association, College Division will be composed of the State Executive Director of Business Professionals of America Minnesota Association College Division, the President, Executive Vice President, Recording Vice President, Vice President of Public Relations, and Vice President of Professional Management. It shall be the duty of the State Officer Team to plan for the welfare of the Division, to represent the College Division, and to act for the Division as occasion may demand.

#### Article IV--Official Blazers

The official state blazer color shall be navy blue or black, with the Business Professionals of America logo worn over the left breast pocket.

#### Article V--Amendments

To amend these Bylaws, the proposed amendment must be presented to the Business Professionals of America, Minnesota Association, College Division President and approved by a majority vote of the State Officer Team. The President must then present the proposed amendment, together with the actions recommended by the State Officer Team, to the next meeting of the Board of Directors.