



# **State Officer Candidate Information**

**2018-2019**



## Application Procedure

Election for the State Officers for the Business Professionals of America, Minnesota Association, College Division will be held during the State Fall Professional Development Conference. Elected officers will serve until the close of the next State Fall Professional Development Conference.

### Eligibility

Only active members with a scholastic grade average of 2.5 or higher are eligible to apply.

**Students interested in a State Office must submit the following items: (see the Forms Section pages 8-12 of this document)**

- 1. State Officer Candidate Application Form**
- 2. Unofficial Grade Transcript**
- 3. Letter of Recommendation from Chapter Advisor**
- 4. A Short Essay (word processed) introducing yourself, why you are running for a state office, and what you hope to accomplish as an officer during your term, this will be posted on MN College BPA Website.**
- 5. Officer Candidate Worksheet**

In addition, all state officer candidates will take a test based on the State Officer Candidate Worksheet and be interviewed at the Professional Development Conference. Individual interview times will be assigned.

Campaign speeches will take place at the Opening General Session on Thursday, November 1, 2018.

**All items must be received by **October 19, 2018**. Mail or email to:**

Deb Schwager, Executive Director  
MN BPA College Division  
403 N Main St. Bx 321  
Sherburn, MN 56171  
schwagerdeb58@gmail.com



## Candidate Requirements

### REQUIREMENTS OF OFFICER CANDIDATES:

1. Be prepared to meet all of the prescribed duties and responsibilities as stated in the Business Professionals of America, Minnesota Association, College Division Constitution and Bylaws.
2. Attend Officer Training Conference following his/her installation as officer. (Approximate time requirement is 2 days.)
3. Attend State Leadership Conference as scheduled by the State Officer Team. (Approximate time requirement is 4 days.)
4. Attend Professional Development Conference during his/her term of office. (Approximate time requirement is 3 days.)
5. Attend officer meetings throughout his/her term of office as called by President and/or Executive Director.
6. Provide guidance, leadership and inspiration to all members.
7. Represent the views of the membership.
8. Maintain all correspondence prepared in proper format and style.
9. Wear the **official uniform** when representing the association in an official capacity.
10. Submit a **monthly report** of activities for the month to the Executive Director.
11. Participate in **monthly officer team meetings** utilizing an agreed upon method of communication (in-person, telephone, e-mail, other).
12. Carry out their responsibilities, but not let the responsibilities interfere with continuing education.
13. Be excluded from serving on state or chapter nominating committees endorsing potential candidates and becoming involved in any state campaign activities (except their own).
14. Recommend annual special programs, changes to current policies, and voting, election and campaign procedures.
15. Refrain from usage of tobacco products and consumption of alcoholic beverages when in uniform or representing the state association.
16. Refrain from other inappropriate behavior as per Student Code of Conduct.



## Officer Positions and Duties

State Officers of the Business Professionals of America, Minnesota Association, College Division shall consist of a President, Executive Vice President, Recording Vice President, Vice President of Public Relations and Vice President of Professional Management. This collective group, along with the Executive Director, will be called the Business Professionals of America, Minnesota Association, College Division State Officer Team.

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

### Duties

**PRESIDENT:** It shall be the duty of the President of the College Division 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.

**EXECUTIVE VICE PRESIDENT:** It shall be the duty 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.

**RECORDING VICE PRESIDENT:** It shall be the duty 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 conferences; and to process special award applications.

**VICE PRESIDENT OF PUBLIC RELATIONS:** It shall be the duty of the Vice President of Public Relations to assume duties as editor of the state newsletter; to handle publicity for conferences and the overall organization; and to process special award applications.

**VICE PRESIDENT OF PROFESSIONAL MANAGEMENT:** It shall be the duty of the Vice President of Professional Management to promote and conduct primary and general elections at the Professional Development Conference.



## Campaign Rules

- Campaigning for all offices will start during the Campaign Rally in the designated meeting room. This is the only designated area for campaigning during the Conference.
- No posters, literature, etc. may be distributed outside of the campaign area (i.e. in other areas of the College or at the Hotels).
- Campaign materials may include such items as handouts, flyers, buttons, pencils, pens, candy, posters, or visuals.
- Each candidate is allowed to use one easel that he/she provides and does not need to be included in the list of expenditures.
- Each candidate will be provided one table for displaying their materials in the campaign area.
- Candidates may spend a maximum of \$150 for all campaign materials. A financial value must be placed on donations and contributions and that value included in campaign expenditures.
- An itemized expenditure form is included in the Forms Section of this packet. It must be brought to the Conference and handed in at the time of the candidate's interview.
- Each candidate will prepare and deliver a speech at the Opening Session.
- All candidates will be limited to 2 minutes for speeches.
- No skits or demonstrations will be allowed.
- Final candidates will participate in the Meet the Candidates Q & A Session.
- All chapters are expected to encourage and observe good taste in the promotion of their candidates.
- It is the responsibility of each local chapter and their candidates to see that all campaign materials are picked up and removed at the designated time.
- Candidates failing to adhere to campaign procedures and/or the Organizational Code of Ethics may be disqualified from running for State Office at the discretion of the Executive Director and the Chairperson of the Board of Directors.



## Voting Delegates

- Each chapter will be granted three (3) voting delegates as set forth in the Policies and Procedures Manual.
- Voting delegates must attend all sessions, wear their voting delegate ribbon, and sit in a designated area.
- Voting delegates must be present during the roll call or they will forfeit their voting rights. Delegates **may not leave the session**.
- Voting delegates must be present to cast their vote. One person cannot cast more than one vote.
- Voting delegates must remain in their designated area throughout the entire voting delegate session or lose their voting privileges.
- Voting and Alternate Voting Delegates **MUST** attend the Campaign Rally. Each delegate will receive a verification form which must be verified by each officer candidate to indicate that the delegate met with and asked a question of each officer candidate. These verification forms must be returned to the designated state officer at the conclusion of the Campaign Rally. If a delegate fails to return the verification form, or if the form is incomplete, they will lose their voting privilege.



## Alternate Voting Delegates

- Each chapter will be allowed three (3) alternative voting delegates.
- All alternate voting delegates must be active members.
- Alternate voting delegates must attend all sessions and sit in a designated area.
- Alternate Delegates **may not leave the session**.

**Elections will take place following the  
Campaign Rally on Thursday.  
Results of the election will be made at the Closing Session.**



## Forms Section

**Return the forms**

**Pages 8-11**

**By**

**October 18, 2018**

**To:**

**Deb Schwager, Executive Director  
MN BPA College Division  
403 N Main St. Bx 321  
Sherburn, MN 56171  
schwagerdeb58@gmail.com**



## State Officer Candidate Application Form

Name \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 College Attending \_\_\_\_\_  
 College Address \_\_\_\_\_  
 College City, State, Zip \_\_\_\_\_  
 Chapter Advisor \_\_\_\_\_

Indicate your choice of State Office by placing a 1 by your first choice, 2 by your second choice, and so on.

- President
- Executive Vice President
- Recording Vice President
- Vice President of Public Relations
- Vice President of Professional Management

**Leadership Experience**

Organization	Office Held	Dates

**Work Experience**

Business	Position Held	Dates

To the best of my knowledge, all information submitted is factual and exists as presented.

\_\_\_\_\_  
**Chapter Advisor**

\_\_\_\_\_  
**Officer Candidate**





## State Officer Candidate Worksheet

Name \_\_\_\_\_

Chapter \_\_\_\_\_

**Type your answers. Be sure to number each answer with the question number.**

### **WHO'S WHO**

1. Name the current State College Division Officer Team and their respective office. 4 points
2. Name the state advisor and his/her official title. 1 point.
3. Name the National Officer Team for the Post-Secondary Division and their respective office. 5 points
4. Who is the President and CEO at the National Center? 1 point
5. Who is the Interactive Technology Specialist at the National Center? 1 point
6. Who is the Chairperson of the National Board of Directors? 1 point

### **INFORMATION AND HISTORY**

7. When and where was the organization established? 1 point
8. Where and when was the National Center established? 2 points
9. Prior to becoming Business Professionals of America, what was the organization's name? 1 point
10. What are the four divisions of Business Professionals of America? 4 points
11. What is the official journal of Business Professionals of America? 1 point
12. What does each of the words in our organization's name mean? 3 points
13. What is the mission of Business Professionals of America? 1 point
14. What is the organization's pledge? 5 points
15. Name the organization's colors and explain what each represents. 3 points
16. Where is the National Leadership Conference this year? 1 point
17. What is the National theme this year? 1 point
18. How much are National dues? 1 point

- 19. What are the four levels in the Torch Awards Program, and how many points are needed at each level? 8 points
- 20. Name the torches in the torch awards program. 9 points
- 21. Name three Special Recognition Awards. 5 points
- 22. What is the National BPA Website address? 1 point
- 23. What is the Website address for the Minnesota BPA College Division? 1 point
- 24. Who can belong to Business Professionals of America? 1 point
- 25. What is the official tagline that follows the Business Professionals of America logo? 1 point

**STATE OFFICER TEAM**

- 26. Who is eligible to become a state officer? 1 point
- 27. When are elections for state officers held? 1 point
- 28. Name the five state officer positions. 5 points
- 29. Who makes up the Executive Council? 1 point
- 30. How long is the term of a state officer? 1 point

**Total Possible Points 72**

**Your Points \_\_\_\_\_**

**This answer sheet was completed by me using available resources.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Officer Candidate Signature**



## State Officer Agreement

If elected as an officer of the Business Professionals of America, Minnesota Association, College Division, I agree to serve faithfully my full term of office and will uphold the principles of Business Professionals of America. I understand that fulfilling the obligations of my office will require hard work and sacrifice on my part. I further understand that as a member of the Business

Professionals of America, Minnesota Association, College Division Executive Council, I will be required to assume a role of leadership and to serve in such a manner as to bring credit, respect, and recognition to the State and National Organizations.

My advisor has made me aware of the duties and functions of my office. I understand fully the honors and responsibilities that go with being elected to a state office, and, if elected, do solemnly promise to accept and fulfill these responsibilities to the best of my ability.

As an officer of the Business Professionals of America, Minnesota Association, College Division, I have been advised that I may be called upon to:

- Attend State Officer Training Conference
- Participate in State Officer Team Meetings (approximately 4 to be held at a central location)
- Participate in State Leadership Training Workshops
- Preside at the Professional Development Conference (3 days), and Spring Leadership Conference (5 days)
- If attending, serve as a Voting Delegate at the National Leadership Conference (5 days)
- Submit monthly activity reports
- Speak on behalf of Business Professionals of America at social, educational and civic events
- Be absent from school for short periods of time
- Miss work on occasion to perform officer responsibilities
- Represent Minnesota Business Professionals of America in official attire
- Abide by the Code of Ethics as established by the Board of Directors

State Officers shall be reimbursed for meals, lodging, and travel costs while representing the State Association, according to the budget and procedures adopted by the Board of Directors.

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Signature of Officer Candidate

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Chapter



## State Officer Campaign Expenditures

The following expenditures were made in my campaign including the fair market value of all donated materials: Expenditures may not exceed \$150.

Item	Description	Market Value
		\$
	<b>Total Expenditures</b>	<b>\$</b>

I understand the campaigning rules and regulations and will abide by them.

\_\_\_\_\_  
Signature of Officer Candidate

\_\_\_\_\_  
Chapter