



# **Texas Association - Area 2 Region 3 Regional President Election Handbook 2020 – 2021**

## **A Letter to the Student**

We are pleased that you are considering becoming a Regional President Candidate. Being an officer requires leadership skills, maturity, commitment and a strong desire to further the goals of our organization. We hope you are up to the task!

Please read carefully through this handbook and ***follow all directions***.

This handbook provides all the important information and answers concerning eligibility, campaigning, and election procedures at the Regional Leadership Conference. ***Failure to follow all direction or submission guidelines will result in a disqualification***. We strongly recommend that you review the necessary guidelines with your chapter advisor, and your parents. We want all parties involved to be well informed about the process in which you will be participating, and the expectations you will be held to.

In the following pages you will find several forms that you will need to fill out with your personal information and have signed by your parents, advisor and school administrator. Your cover letter, resume and letter of recommendation will be reviewed and graded by the Officer Election Committee. ***Refer to the WSAP for specific formatting for these documents***.

If you have any questions or concerns, please contact the Regional Officer Election Committee at [david.sjl@gmail.com](mailto:david.sjl@gmail.com).

We assure you that the elected Regional President will have a year filled with hard work, personal growth and lots of fun. If you choose to run, we know it will be an experience you will never forget!

Good luck!

## **General Information**

### ***Structure***

One (1) Regional President is elected to represent their region. A total of seventeen (17) Regional Presidents are elected for Business Professionals of America, Texas Association.

Each chapter may nominate one (1) student as a candidate for the Regional, State and National levels. Chapter advisors with Associate members may also nominate one student for Associate State Vice-President.

Students may run for Regional, State, and National Officer Candidate positions in the same year, but may only hold one office, the first of which they are elected.

### ***Regional President Responsibilities***

- **Attend all events listed for Regional Presidents on the Officer Calendar.** If the officer fails to attend the required events, he/she will be removed from office and will be responsible for reimbursing Business Professionals of America, Texas Association for expenses incurred on their behalf.
- Assist the State Officers during the General and Award sessions at the State Leadership Conference. This includes seating guests and voting delegates, distributing ballots, etc.
- Conduct officer-training sessions at the Fall Leadership Conference. The officer, with assistance from the State Officer Coordinator, will prepare the activities and materials for officer training sessions
- Preside and conduct the election of officers at the Regional Leadership Conference. Regional Presidents will need to assist with the set-up of the stage, including the awards and certificates, for the Awards Assembly at the Regional Leadership Conference
- Install the newly elected Regional President
- Perform all assignments designated by both the Regional Advisor and the State Officer Coordinator

### ***Regional President Expenses***

The Region will pay for the Regional President's jacket and BPA Officer t-shirt. Returning officers are asked to continue with their purchased uniform when possible. The State Association will pay for the officer pin. Any other expenses may be negotiated with the Regional Advisor based on available funds. The Region will pay for Summer Officer Training expenses unless an official sponsor is obtained. This does not include State nor National Conferences.

The Officer is responsible for maintaining their uniform. If the uniform is damaged, the Officer is responsible for paying for repair or a replacement. The State Officer Coordinator will determine what uniform is worn at each event or activity. The Officer must wear the uniform as prescribed by the State Officer Coordinator. The individual Officer will be responsible for purchasing the uniform with assistance from the State and Region, respectively.

Officers will travel under the direction of the State Officer Coordinator, as all travel will be coordinated by the State Officer Coordinator whether the officer is flying or driving to the designated event. Regional Presidents can request travel reimbursement for the driver of the car to travel to public transportation (bus, airport, etc.) to attend Officer Meetings, SLC or Board Meetings up to fifty (50) miles one way to that destination. Regional

Presidents will need to complete the check request form and provide supporting mileage verification within 2 weeks (14 days) after travel to be eligible for reimbursement. Regional Presidents must be in uniform when performing official duties, including travel to and from the event

Candidate Procedures

Application Qualifications

- Candidates for Regional President must be a Freshman, Sophomore or a Junior when running for office.
- Have a 2.0 grade point average on a 4.0 scale.
- Must be in good standing with school administration.
- Be an active BPA State and National member in good standing by December 1, 2019
- Not already holding a BPA office for the 2020-2021 year at the Regional, State or National level
- Have the ability to abide by all rules and regulations as set forth by the candidate’s Regional Advisor, Business Professionals of America, and Business Professionals of America – Texas Association.

Application Process

Only one person will be selected as the Regional President for Area 2 Region 3 by completing the required material accurately and by adding the plurality vote at a set percentage, as stated below. The top percentage will equal the top candidate.

- Officer Candidate Packet (*reviewed by Officer Election Committee*) ..... 20%
- Speech (*evaluated by Officer Election Committee*) ..... 15%
- Interview (*conducted by Officer Election Committee*) ..... 25%
- Votes cast by Voting Delegates ..... 30%
- Candidate Test ..... 10%

The Officer Candidate Test study material can be found on the Area 2 Region 3 website.

The scoring rubrics the Officer Election Committee uses for the ‘Speech’ and ‘Review’ portions are provided in this handbook to allow the candidates to become aware of what the committee is looking for.

Candidates are allowed one campaign manager to assist, as the candidate requires.

***\*Please note:*** In the event that there is only one candidate running, the candidate will automatically be installed as the new Regional President, ***as long as they meet the qualifications and are an approved candidate as designated by the Officer Election Committee.*** If this occurs, both the candidate and advisor will be notified prior to the Regional Leadership Conference to avoid any expenditure that may arise from campaigning.

### ***Packet Submission***

Each Regional President Candidate must submit an “Officer Candidate Packet.” electronically to the Regional Officer Candidate Committee by **November 21, 2019 at 5:59 p.m. CST** via email to [david.sij1@gmail.com](mailto:david.sij1@gmail.com), [ammrodrigu@wisd.us](mailto:ammrodrigu@wisd.us), and [aginez@wisd.us](mailto:aginez@wisd.us) with the subject line of “**Officer Candidate – Your Name**”

The “Officer Candidate Packet” must include the following items that **must be typed** and submitted in **PDF format**, unless otherwise indicated:

- **Regional President Candidate Information Form** – This form will provide the State Officer Coordinator with very important contact information that will be needed if the candidate is elected
- **Chapter Advisor and Officer Candidate Agreement** – The candidate must agree to abide by all terms of this commitment. Please refer to other scheduled conflicts before running for office (i.e. football, band, theatre, work, sports, etc.)
- **Officer Calendar** – Must have all required signatures
- **Officer Social Media Policy** – Must have all required signatures
- **Officer Code of Ethics** – Must have all required signatures
- **Officer Demerit System** – Must have all required signatures
- **Removal from Office Form** – Must have all required signatures
- **Guidelines for Local Advisors of Regional and State Officers** – Must have all required signatures
- **Media Release Form** – This form will give our webmaster the permission to upload your picture to our website as soon as the new Regional Presidents are elected. It must have all required signatures.
- **Unofficial High School Transcript** – Please include a scanned copy of your unofficial transcript.
- **Candidate Cover Letter** – This letter must be addressed to your Regional Advisor. In this letter, you will have the opportunity to explain your reason(s) for running for office and your qualifications. Must follow Style and Reference Manual guidelines.
- **Résumé** – Must be typed.
- **Letter of Recommendation** – Must be from and signed by the candidate’s BPA advisor.
- **100 Word Statement** – This statement should explain what goals/ideas/abilities you as the candidate will bring to Business Professionals of America, Texas Association, if elected.
- **Digital Photo of Candidate** – Picture should be saved in a .JPG format, for media purposes. Please attach .JPG separate from officer packet documents.

*When submitting the above items to the Regional Officer Election Committee, please also send a copy to the Texas BPA Officer Election Committee at: [officerelectionscommittee@gmail.com](mailto:officerelectionscommittee@gmail.com) with the subject line “**Area 2-Region 3 Officer Candidate – Your Name**”.* The Regional Officer Elections Committee will forward forms to the State Officer Coordinator **ONLY** for the candidate that is elected as the Regional President

**\*Please Note:** Packets must be time stamped via email by the designated deadline. Packets that do not meet the deadline will not be accepted. No exceptions will be made. It is strongly encouraged to not wait until the last minute in case of email, internet or other technical difficulties. If no confirmation email is received, it is the responsibility of the candidate to contact the Regional Officer Election Committee Chair via email at [david.sij1@gmail.com](mailto:david.sij1@gmail.com) for verification. ***The committee will not be held responsible for any missing items in the packet, missing signatures, submitting outdated paperwork, any technical difficulties, or for packets sent to the wrong address.***

## **Officer Candidate Interview**

After the Officer Candidate Test is completed, candidates will sign up for a time to be interviewed. The Officer Candidate Interview will be conducted by the Regional Officer Election Committee and will be conducted like a regular job interview. Officer Candidates should be aware of any competition conflicts or any other previous engagements when signing up for his/her interview time. The Officer Candidate will be expected to show up five (5) minutes before their interview time.

The items that need to be brought to the Officer Candidate Interview include the following:

- ***Official High School Transcript*** – Must include the first semester of the current academic school year
- ***Résumé*** – Must be typed and follow the format outlined in the Style & Reference Manual

## **Officer Candidate Speeches**

Officer Candidates will give their speeches to the voting delegates during the Regional Leadership Conference. The candidate must write their speech based on the following guidelines:

- Candidates will be given no more than two (2) minutes to speak
- Speeches should **NOT** mention the candidate's hometown or school
- No props, costumes, demonstrations or visual aids will be allowed during a speech
- Inappropriate speeches, as determined by the Regional Officer Election Committee, are cause for immediate disqualification
- Speeches are due by December 13, 2019 at 5:59 p.m. CST via email to [david.sijl@gmail.com](mailto:david.sijl@gmail.com), any late submissions will not be approved and you will be **disqualified**.

Once the speech is submitted, the Officer Election Committee will evaluate the speeches and determine if any changes are needed. Candidates will be informed of the committee's decision. Once speeches are approved as submitted, **NO CHANGES** will be allowed. Numbers will be drawn for speaking order by the head of the Elections Committee and candidates will be notified of their speaker number during the Regional Leadership Conference

## **Votes Cast by Voting Delegates**

### **Campaign Rally Setup**

Officer Candidates and campaign managers will set-up their campaign booth within the allotted time designated. One (1) table will be provided for each Officer Candidate.

At this time the following must be turned in:

- ***Campaign Expense Report*** – Must be typed and signed by the candidate, campaign manager and advisor.

The Campaign Expense Report will be verified by the Officer Election Committee. The instructions and format to follow are included in this handbook. The report and items used in the campaign must not exceed \$50.00. If an item is not listed on the expense report, the candidate will have to remove it from the campaign booth. ALL

items used during the creation of a campaign booth must be recorded. Please refer to the Campaign Expense Report example given in this handbook. Please be aware that the money a candidate spends on his/her campaign is the responsibility of the candidate. Texas BPA nor any area, region or chapter is required to reimburse a candidate for campaign expenses.

The Campaign Rally Setup will be the only time a candidate and/or a campaign manager has to setup their booth. It is also the only time in which the Campaign Expense Report will be reviewed and approved. If no candidate or campaign manager show up, or no expense report is submitted, the Officer Candidate will be **disqualified**.

**\*Please Note:**

**Helium balloons in any form, glitter in any form, confetti or bubbles of any kind may NOT be used in any campaign. The officer election committee reserves the right to ask for removal any campaigning material if deemed unacceptable.**

**Any items in the campaign that may be consumed, must be a prepackaged item. No exceptions.**

**Campaign Rally**

Officer Candidates and campaign managers will be allowed in the Campaign Rally first. Voting Delegates will be allowed to enter the Campaign Rally second, and will submit their voting ballots to the designated areas. **Each chapter will have two (2) voting delegates.** All other members and advisors will be allowed into the Campaign Rally at a designated time after all votes have been cast.

The Campaign Rally is the only time allowed for an Officer Candidate to campaign. At no other point during the Regional Leadership Conference will campaigning be allowed. Soliciting votes at a time other than the Campaign Rally will result in the State Officer Candidate's disqualification; this includes, but is not limited to, wearing badges, buttons, t-shirts, stickers and flyers. Campaigning via social media or around the conference before the rally is prohibited and will result in disqualification.

**Installation of Regional President**

Newly elected Regional President will be announced and installed at the end of the Awards Ceremony at the end of the Regional Leadership Conference. It is **mandatory** for all Officer Candidates to be present at the Awards Ceremony. You may be assigned a task during Awards Ceremony. After being elected, you should contact the State Officer Coordinator to become aware of your duties and involvement at the State Leadership Conference.

## Regional President Candidate Check List

Officer Candidates will be expected to submit the Officer Candidate Packet by the set deadline via email to [david.sij1@gmail.com](mailto:david.sij1@gmail.com), [ammrodrigu@wisd.us](mailto:ammrodrigu@wisd.us), and [aginez@wisd.us](mailto:aginez@wisd.us). The deadline is **November 21, 2019 at 5:59 p.m.** Please send all documents together **TYPED** as one packet in PDF format, unless otherwise indicated

The Officer Packet should include:

- ☐ *Regional President Candidate Information*
- ☐ *Chapter Advisor and Officer Candidate Agreement*
- ☐ *Officer Calendar*
- ☐ *Officer Social Media Policy*
- ☐ *Officer Code of Ethics*
- ☐ *Officer Demerit System*
- ☐ *Removal from Office Form*
- ☐ *Guidelines for Local Advisors of Regional and State Officers*
- ☐ *Media Release Form*
- ☐ *Unofficial High School Transcript*
- ☐ *Candidate Cover Letter (following Style & Reference Manual guidelines)*
- ☐ *Digital Photo of Candidate (attached as a .JPG)*
- ☐ *Letter of Recommendation (from advisor, no official letterhead please)*
- ☐ *100 Word Statement*
- ☐ *Résumé – (Must be typed and follow the format outlined in the Style & Reference Manual)*

\*Please Note: Packets must be time stamped on the email by the designated deadline. Packets that do not meet the deadline will not be accepted. Please make sure that all required signatures are obtained and that all items are included. The Regional Officer Election Committee will not be held responsible for any missing items in the packet, missing signatures, any technical difficulties, or for packets sent to the wrong address.

**The following items must be submitted at the time of the Candidate Interview:**

- ☐ *Official High School Transcript* – Must include the first semester of the current academic school year
- ☐ *Résumé* – Must be typed and follow the format outlined in the Style & Reference Manual

**The following items must be submitted at the time of the Campaign Rally Set-Up:**

- ☐ *Campaign Expense Report* (typed & signed by candidate, campaign manager & advisor)
  - limited to **\$50.00**

**BUSINESS PROFESSIONALS OF AMERICA – TEXAS ASSOCIATION**  
**REGIONAL PRESIDENT CANDIDATE INFORMATION FORM**

Name of Candidate: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Grade Level: \_\_\_\_\_ T-shirt Size: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**SCHOOL INFORMATION**

Name of School: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Chapter Advisor's Name\*\*\*: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Principal's Name: \_\_\_\_\_

**\*\*\* This advisor will be associated with the candidate throughout the election process. If the candidate is elected to office this advisor's name and information will be given to the State Officer Coordinator for further correspondence about officer duties and events.**

# **BUSINESS PROFESSIONALS OF AMERICA - TEXAS ASSOCIATION**

## **CHAPTER ADVISOR AND OFFICER CANDIDATE AGREEMENT**

Name of Candidate: \_\_\_\_\_

Name of Chapter Advisor: \_\_\_\_\_

Dates	Event
March 4-7, 2020	State Leadership Conference – Dallas, TX
May 6-10, 2020	National Leadership Conference – Washington, D.C.
June 14-19, 2020	Officer Training Conference – New Braunfels, TX
October / November 2020*	Fall Leadership Conference
January 2021*	Regional Leadership Conference
March 4-7, 2021	State Leadership Conference – Dallas, TX

*\*Dates to be set by Board of Directors or Regional Advisor at a later date.*

*\*\*Beginning October 1, 2020, only state-issued driver licenses and identification cards that are fully compliant with the REAL ID Act will be accepted for official federal government purposes, such as entering secure federal buildings or boarding domestic flights. Texas began issuing REAL ID compliant cards on October 10, 2016, and these cards are marked with a gold circle with an inset star located in the upper right-hand corner.*

### **CHAPTER ADVISOR AGREEMENT**

The above candidate is a member in good standing of the \_\_\_\_\_ Chapter of Business Professionals of America, Texas Association, Chapter # \_\_\_\_\_. To the best of my knowledge all information submitted on, with or attached to this nomination form exists as presented. I understand that my candidate's attendance at these events is mandatory unless prior approval is granted by the State Officer Coordinator and the Board of Directors. I understand that my candidate has agreed to perform all assignments designated by the Regional Advisor, the State Officer Coordinator, and the State Advisor, as given through the State Officer Coordinator. I understand that should my candidate be unable to fulfill these requirements; my candidate will be removed from office and be held responsible for reimbursing the organization for expenses incurred. My candidate and I have read through this Regional President Election Handbook in its entirety and agree to its rules and regulations.

\_\_\_\_\_  
Signature of Officer Candidate's Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Officer Candidate's Principal

\_\_\_\_\_  
Date

# **BUSINESS PROFESSIONALS OF AMERICA - TEXAS ASSOCIATION**

## **OFFICER CALENDAR**

If elected as a Regional President, I, \_\_\_\_\_, agree to participate in the following events:

<b>Dates</b>	<b>Event</b>
<b>March 4-7, 2020</b>	State Leadership Conference – Dallas, TX
<b>May 9-13, 2020</b>	National Leadership Conference – Washington, D.C.
<b>June 14-19, 2020</b>	Officer Training Conference – New Braunfels, TX
<b>October / November 2020*</b>	Fall Leadership Conference
<b>January 2021*</b>	Regional Leadership Conference
<b>March 4-7, 2021</b>	State Leadership Conference – Dallas, TX

*\*Dates to be set by Board of Directors or Regional Advisor at a later date.*

*\*\*Beginning October 1, 2020, only state-issued driver licenses and identification cards that are fully compliant with the REAL ID Act will be accepted for official federal government purposes, such as entering secure federal buildings or boarding domestic flights. Texas began issuing REAL ID compliant cards on October 10, 2016, and these cards are marked with a gold circle with an inset star located in the upper right-hand corner.*

### **OFFICER CANDIDATE AGREEMENT**

I (\_\_\_\_\_) understand that my attendance at these events is mandatory unless prior approval is granted by the State Officer Coordinator and the Board of Directors. I also agree to perform all assignments designated by the Regional Advisor, the State Officer Coordinator, and the State Advisor, as given through the State Officer Coordinator. I understand that should I be unable to fulfill these requirements; I will be removed from office and be held responsible for reimbursing the organization for expenses incurred on my behalf.

If elected, I agree to attend the upcoming State and National Leadership Conferences, to attend all Regional and State meetings, to adhere to the Code of Ethics, and to actively serve in office to the best of my ability. I also agree to adhere to the rules and regulations as outlined in this Regional President Election Handbook, and to abide by the Constitution and policies of Business Professionals of America, Texas Association.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Officer Candidate's Parent/Guardian

\_\_\_\_\_  
Date

# **BUSINESS PROFESSIONALS OF AMERICA - TEXAS ASSOCIATION**

## **SOCIAL MEDIA POLICY**

With social media becoming more prominent it is important that we outline boundaries for the proper use of social media sites. While it can help expand the reach of our organization, it can also harm us.

**Social media includes but is not limited to:**

- All types of posts and communications on the internet, including text messages, emails and text messaging apps like Kik, GroupMe, Remind and WhatsApp
- Posts on social networking sites (such as Facebook, Twitter, Instagram, Snapchat, etc.)
- Blogs and other online journals and diaries
- Bulletin boards and chat rooms
- Posts on media sharing sites like Flickr, YouTube and TikTok

Engaging in social media that identifies you as a BPA member and Officer could make a positive or negative impression, regardless if the activity was conducted at a BPA event or on your own time.

**You should refrain from:**

- Profane language
- References to alcohol, tobacco, or other illegal substances
- Sexual innuendos
- Any other illegal activities
- Any other action that the Board of Directors deems detrimental to the organization

<b>Do's</b>	<b>Don'ts</b>
Positively interact with membership using professional and encouraging language	Use any derogatory language, remarks, or profanity
Immediately remove anything when asked to do so	Involve yourself with alcohol or drugs, including liking and quoting such references
Think twice before posting or putting yourself in inappropriate positions	Have incriminating, violence, any form of nudity, inappropriate gestures, etc. reference
Follow Texas BPA social media platforms as well as allow Texas BPA Board of Directors to follow you	Block any Texas BPA Board of Directors from viewing your post

I acknowledge that I must submit all social media handles and usernames to Texas BPA and any participation in any damaging acts may mean issuing of demerits, removal from office, or other consequences as decided by the Board of Directors.

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Signature of Officer Candidate

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Date

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Signature of Officer Candidate's Parent/Guardian

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Date

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Signature of Officer Candidate's Advisor

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Date

# **BUSINESS PROFESSIONALS OF AMERICA - TEXAS ASSOCIATION**

## **OFFICER CODE OF ETHICS**

Name of Candidate: \_\_\_\_\_

As an officer of Business Professionals of America, I understand and agree to abide by the Delegate Code of Conduct and all policies and procedures relating to officers and members as indicated in the Policies and Procedures Handbook. In addition, I agree to the following:

I will:

1. Follow instructions as directed by those in charge.
2. Wear official dress and/or designated dress by the State Officer Coordinator when traveling to/from an assignment and using any public transportation.
3. Serve as a member of the Officer Team by always maintaining a cooperative attitude.
4. Maintain proper dress and good grooming on all occasions.
5. Treat all members equally by not favoring one over another.
6. Behave in a manner which conveys and commands respect without any air of superiority.
7. Maintain dignity while being personable, concerned and interested in fellow members.
8. Respect curfew and stay in the hotel room that I am assigned (male and female officers are not to be in the same sleeping room at the same time).
9. Attend all sessions and activities assigned unless engaged in some specific assignment taking place at the same time.
10. Keep the State Officer Coordinator informed of activities and whereabouts at all time.
11. Abide by the Social Media Policy.
12. No facial hair or earrings worn for male officers
13. Hide all visible tattoos while representing Business Professionals of America.

I will not:

1. Use alcohol, drugs or tobacco while in attendance at any function concerning Business Professionals of America.
2. Engage in any romantic activity with any other BPA officer.
3. Frequent any place or engage in any activities, which in any way could raise question as to my moral character.
4. Use language that is not considered wholesome in any speech or informal conversation.
5. Engage in any conversations that belittle or downgrade fellow Business Professionals of America members, officers, and/or adults.
6. Use a personal vehicle or ride in vehicles not approved by State Officer Coordinator while representing or acting on behalf of Business Professionals of America.
7. Be allowed in the rooms assigned to the opposite sex unless accompanied by State Officer Coordinator or designee.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Officer Candidate's Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Officer Candidate's Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Officer Candidate's Principal

\_\_\_\_\_  
Date

# **BUSINESS PROFESSIONALS OF AMERICA – TEXAS ASSOCIATION**

## **OFFICER DEMERIT SYSTEM**

The following has been put together by the State Officer Coordinator for Regional and State Officers. Be aware of the expectations, rules, and guidelines, as well as the consequences that will come if not followed.

### *General Information*

An Officer is an individual who serves and supports all members of the state organization. The principle purpose of the Officer Team is to develop the organization's spirit, morale, and pride. Therefore, the Officer is expected to:

- Demonstrate respect for all members of the organization. They must refrain from gossip or demonstrating behaviors which demean another person.
- Promote good citizenship, professionalism, a positive attitude, and dedicated participation in the Business Professionals of America program. An Officer is expected to speak highly of their fellow officers, their school, their community and the Business Professionals of America organization.
- Fully participate in all activities designated by the organization.
- Publicize and support all organization activities through the planning of and participation in conferences and attendance of these events.

Being selected as a Business Professionals of America, Texas Association Officer is a privilege. This privilege requires the Officer to live by higher standards. Therefore, they are:

- To demonstrate wholesome behaviors and maintain a healthy look whenever in uniform
- Adhere to the rules and regulations as outlined by Business Professionals of America and the Texas Association
- Adhere to the Social Media Policy on all social media platforms
- Maintain good academic and behavioral standards as established by your school

### *Program Organization*

The BPA – Texas Association Officer Team consists of (7) Secondary State Officers, (1) Associate State Officer and (17) Regional Presidents. Placement on the team is determined by the election process at the Regional and State levels. Performance measurement will be based on:

- Leadership qualities, which include but are not limited to: diplomacy, communication skills, commitment, and the ability of the individual not to usurp authority
- Organizational abilities
- Ability to follow directions
- Ability to demonstrate respect for the State Officer Coordinator and the coordinator's decisions
- 

An elected Officer will be expected to:

- Answer all correspondence, including emails, within 48 hours of receipt
- Discuss any proposals with the State Officer Coordinator before talking to the Officer Team
- Assist the State Officer Coordinator in directing planning sessions/event practices and conducting proper ceremonies
- Abide by and enforce the BPA guidelines for expectations, rules and regulations

# **BUSINESS PROFESSIONALS OF AMERICA – TEXAS ASSOCIATION**

## **OFFICER DEMERIT SYSTEM (CONT.)**

Overall, the officer will be required to execute their responsibilities with professionalism. The State Officer Coordinator expects the Officer to remember that there is no "I" in team. All Officers, State and Regional, will always work together as a team.

### *BPA Activity Participation*

If an Officer participates in a BPA activity, the State Officer Coordinator is responsible for making arrangements for the team. The coordinator will decide the activities, time schedule, and basic guidelines of the trip. The coordinator has the ultimate authority throughout the trip regardless of the presence of parents, advisors, BPA staff or Board members.

### General Guidelines:

- Officers will travel according to the designated arrangements made through the State Officer Coordinator.
- Officers are not to use any other mode of transportation unless given express permission from the State Officer Coordinator, including taxis, private cars or vehicles of any nature.
- Officers will sleep in assigned rooms; males and females are not allowed to enter the room of the opposite sex under any circumstance.
- Officers may not leave the event area or the hotel without the permission of the State Officer Coordinator.
- Officers must be in their rooms by 11 p.m. Lights must be out by midnight. Only when given direct permission from the State Officer Coordinator is this rule to be modified.
- Other than parents and advisors, no guests, including classmates or fellow BPA members are to visit officer rooms.
- Officers may only leave an out-of-town location with the State Officer Coordinator, their advisor or their parent; the parent or advisor must inform the State Officer Coordinator directly prior to leaving the event.
- Officers are expected to abide by both their school and BPA policies regarding controlled substances, alcohol, and cigarettes.

If an Officer violates any these rules, the parents will be asked to come and pick up the officer immediately and the officer will automatically be dismissed from the team.

# **BUSINESS PROFESSIONALS OF AMERICA – TEXAS ASSOCIATION**

## **OFFICER DEMERIT SYSTEM (CONT.)**

### *Behavioral Expectations Demerit System*

**A. For the following infractions, an officer will receive 6 demerits**

- Being out of uniform for events; Officers are to remain in uniform for the entire event, as set forth by the State Officer Coordinator
- Missing an event as designated by the Officer Calendar, unless approved by the State Officer Coordinator prior to the event
- Showing disrespect or insubordination toward the State Officer Coordinator, BPA – Texas Association Staff or Board Members
- Violation of Social Media Policy

**B. For the following infractions, an officer will receive 3 demerits**

- Not answering correspondence, including emails, within 48 hours from receipt of that correspondence
- Failure to meet deadlines as set by the State Officer Coordinator
- Participating in gossip or disrespecting another officer

**C. For the following infractions, an officer will receive 1 demerit**

- Being more than five minutes late for a meeting or practice
- Leaving prior to the official end of a meeting, practice, or completion of the event.

### *Consequences*

When an officer has accumulated a total of:

**3 demerits** – The officer will be placed on warning

**6 demerits** – The officer will be placed on report; chapter, region, and State Advisor will be notified

**9 demerits** – The officer will be placed on probation and reported to the State Advisor and the Chairman of the Texas Association Board of Directors

**10 demerits** – The officer will be referred to the Board of Directors for consequences

The State Officer Coordinator may suspend or dismiss an Officer from the Officer Team if their behavior is a severe violation of school policies or Business Professionals of America rules and regulations during an activity or while they are performing their duties as an Officer. In addition, the State Officer Coordinator may take action if the behavior of the Officer is contrary to the ideals of the organization. The Board of Directors and State Officer Coordinator may issue any amount of demerits for violation of Officer Code of Conduct when found appropriate.

I have read the Officer Demerit System and agree to abide by the expectations of me as a State Officer.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Officer Candidate's Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Officer Candidate's Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Officer Candidate's Principal

\_\_\_\_\_  
Date

# **BUSINESS PROFESSIONALS OF AMERICA - TEXAS ASSOCIATION**

## **REMOVAL FROM OFFICE FORM**

A state officer may be declared "inactive" and/or removed from office in the following situations.

### **Declaration of "inactive" status and possible removal from office for:**

1. Failure to attend the SLC installation ceremony for other than an emergency or medical reason.
2. Failure to attend required State Officer meetings as required by the Officer Calendar.
3. Failure to satisfactorily carry out assigned responsibilities.
4. Failure to submit required reports when due.
5. Failure to communicate with the State Officer Coordinator and/or the Board of Directors.
6. Failure to adhere to the Code of Ethics
7. Failure to adhere to the Social Media Policy
8. Failure to adhere to Policy and Procedures

I fully understand the possible causes for removal from office, rules, regulations, conditions, and directions set forth by the Policies and Procedures of Business Professionals of America – Texas Association as well as the State Officer Coordinator.

I understand that I have the right to appear before the Board of Directors before a final decision has been made.

I understand if removed, I will immediately return and/or reimburse all materials purchased by Texas BPA. This includes: Region officer uniform, Regional officer pin, etc.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Officer Candidate's Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Officer Candidate's Advisor

\_\_\_\_\_  
Date

# **BUSINESS PROFESSIONALS OF AMERICA - TEXAS ASSOCIATION**

## **GUIDELINES FOR LOCAL ADVISORS OF REGIONAL AND STATE OFFICERS**

Name of Candidate: \_\_\_\_\_

We appreciate your support in running a candidate for office! You play a key role in developing our Officer Candidates. In fact, your student is most likely enthusiastic about leading our organization because of the encouragement they received from you! However, having an officer also requires the commitment and dedication of the local advisor. Please review the following and sign the form below to indicate that you are aware of your responsibilities in sponsoring an officer candidate:

1. I agree to run only candidates that I feel have the character and maturity to lead Business Professionals of America as an officer. I also pledge to encourage our BPA chapter to fully support our officer during his/her term in office. I have discussed the **OFFICER RESPONSIBILITIES** with my candidate and feel confident that he/she is capable of successfully performing all the required tasks.
2. I agree that if my student is to win an office, we will review the Officer Calendar frequently and I will strongly recommend that he/she make BPA officer activities a top priority. We have reviewed the **OFFICER CALENDAR** and he/she understands that failure to attend required meetings may result in removal from office.
3. I will assist my officer in returning travel forms, reports and articles for the Texas Association official website for Business Professionals of America and other officer materials to the State Officer Coordinator in a timely manner.
4. I will discuss travel arrangements with my officer (see the Officer Calendar) and travel with him/her when necessary at the expense of my school's chapter. I understand that if events are held within reasonable driving distance of our school, my assistance with transportation may be required. I have also discussed with this candidate's parent/guardian the travel requirements of the job; we feel that this candidate is capable of traveling unassisted on airlines, or we agree to accompany them at our expense when traveling to required events.
5. If my candidate is elected as Reporter, I will assist the State Officer Coordinator in making sure my student is diligent in putting together information for distribution on the Texas Association Official Website for Business Professionals of America and will have it available on or before the submission dates.
6. I understand that if my candidate violates the social media policy, they will be held responsible and face consequences deemed appropriate by the Texas Board of Directors.

I have read the above requirements and agree to fully support my officer candidate.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Officer Candidate's Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Officer Candidate's Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Officer Candidate's Principal

\_\_\_\_\_  
Date

# **BUSINESS PROFESSIONALS OF AMERICA - TEXAS ASSOCIATION**

## **MEDIA RELEASE FORM**

I grant permission to Business Professionals of America, Texas Association, to use my child's name and /or photographs for use in organization publications such as recruiting brochures, newsletters, and websites, and to use my name/and or photographs on display boards, and to use my name and/or photographs in electronic versions of the same publications or on the Business Professionals of America, Texas Association website or other electronic forms or media.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.

I hereby agree to release, defend, and hold harmless Business Professionals of America, Texas Association, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs and information, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

Please check the paragraph below which is applicable to your present situation:

☐ I am the parent or legal guardian of the below named child. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

☐ I am a Post-Secondary member and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Candidate's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Parent/Legal Guardian Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Officer Candidate's Parent/Guardian  
or, Signature of Officer Candidate if Post-Secondary

\_\_\_\_\_  
Date

Chapter Advisor's Name: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

\_\_\_\_\_  
Signature of Officer Candidate's Advisor

\_\_\_\_\_  
Date

**BUSINESS PROFESSIONALS OF AMERICA – TEXAS ASSOCIATION**  
**AREA 2 REGION 3**  
**CAMPAIGN EXPENSE REPORT**

Candidate Name: \_\_\_\_\_

<b><i>Regional President Campaign Expense Report</i></b>				
<b>Item</b>	<b># of Units</b>	<b>Qty. Description</b>	<b>Cost per Unit</b>	<b>Total Cost</b>
		<b>Total Expenses</b>		<b>\$</b>

I verify this report is true and factual and that will not receive reimbursements for these expenses.

Officer Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Campaign Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Chapter Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

## Officer Candidate References

### Scoring Rubric

#### Officer Candidate Review of Academics and Participation

The following rubrics are for the State Officer Candidates to get a feel for what they are being evaluated on. The Officer Election Committee uses rubrics to evaluate each Officer Candidate on his/her academics/participation, speech and interview.

Committee members will use the candidate's resume, transcript, typed statement, and speech to evaluate the following items.					
	Below Average	Average	Good	Excellent	Points Earned
<i>Past Experiences:</i>					
• Responsibility	1-3	4-6	7-8	9-10	
• Teamwork	1-3	4-6	7-8	9-10	
• Leadership	1-3	4-6	7-8	9-10	
<i>Involvement:</i>					
• In BPA	1-3	4-6	7-8	9-10	
• Outside of BPA	1-3	4-6	7-8	9-10	
<i>Scholastic:</i>					
• Academic Excellence	1-3	4-6	7-8	9-10	
• Shows improvement	1-3	4-6	7-8	9-10	
• Course load	1-3	4-6	7-8	9-10	
• Proper resume format, personal information omitted	1-3	4-6	7-8	9-10	
<i>Other:</i>					
• Reason for running	1-3	4-6	7-8	9-10	
• Goal orientation	1-3	4-6	7-8	9-10	
<b>Total Points (100 Maximum)</b>					

#### Officer Candidate Speech

	Below Average	Average	Good	Excellent	Points Earned
<i>Speaking Skills:</i>					
• Public Speaking	1-3	4-6	7-8	9-10	
• Confidence in front of group	1-3	4-6	7-8	9-10	
• Knowledge of speech	1-3	4-6	7-8	9-10	
<b>Total Points (30 Maximum)</b>					

*Officer Candidate Interview*

Committee members will use the candidate's interview to evaluate the following items.					
	Below Average	Average	Good	Excellent	Points Earned
Applicant's Greeting: <ul style="list-style-type: none"> <li>• Proper Introduction</li> <li>• Positive First Impression</li> </ul>	1 – 3 1 – 3	4 – 6 4 – 6	7 – 8 7 – 8	9 – 10 9 – 10	
Applicant's Appearance: <ul style="list-style-type: none"> <li>• Neat, well groomed</li> <li>• Appropriately attired</li> </ul>	1 – 3 1 – 3	4 – 6 4 – 6	7 – 8 7 – 8	9 – 10 9 – 10	
Personality and Poise: <ul style="list-style-type: none"> <li>• Positive, Courteous, and Confident</li> <li>• Good posture, gestures, and eye contact</li> </ul>	1 – 3 1 – 3	4 – 6 4 – 6	7 – 8 7 – 8	9 – 10 9 – 10	
Communication Skills: <ul style="list-style-type: none"> <li>• Proper Grammar</li> <li>• Pleasant voice and tone</li> </ul>	1 – 3 1 – 3	4 – 6 4 – 6	7 – 8 7 – 8	9 – 10 9 – 10	
Responses: <ul style="list-style-type: none"> <li>• Responded with appropriate answers</li> <li>• Demonstrated knowledge of BPA and potential position</li> <li>• Demonstrated initiative and enthusiasm</li> <li>• Ability to think on their feet</li> </ul>	1 – 3 1 – 3 1 – 3 1 – 3	4 – 6 4 – 6 4 – 6 4 – 6	7 – 8 7 – 8 7 – 8 7 – 8	9 – 10 9 – 10 9 – 10 9 – 10	
Close of Interview: <ul style="list-style-type: none"> <li>• Concluded interview effectively</li> </ul>	1 – 3	4 – 6	7 – 8	9 – 10	
<b>Total Points (130 Maximum)</b>					

## Campaign Expense Report Format Sample

The Campaign Expense Report will be submitted to the Officer Election Committee during the time of the Campaign Rally Set-up. List every item that is used for your campaign and/or campaign booth, **even if it's donated or free**. Calculate the market value for all donated items. If the item is not listed on the Expense Report, it should not be on the table.

Officer Candidates should provide copies of all receipts available. For items where there is no receipt, an estimated market value for the item should be used. Be specific and make sure you cover every item. Points will be deducted from those candidates with inaccurate expense forms.

Sample:

Candidate Name: John Doe

<i><b>Regional President Campaign Expense Report</b></i>				
<b>Item</b>	<b># of Units</b>	<b>Qty. Description</b>	<b>Cost per Unit</b>	<b>Total Cost</b>
Poster Board	3	Each	\$1.00	\$3.00
Glue Stick	1	Each	\$1.98	\$1.98
Permanent Markers	1	Package	\$2.45	\$2.45
Construction Paper	4	Packages	\$1.20	\$4.80
Tape	1	Roll	\$0.99	\$0.99
Lollipops	3	Bags	\$2.00	\$6.00
Black and White Copies	8	Sheets	\$0.10	\$0.80
Color Copies	17	Sheets	\$0.40	\$6.80
Business Cards	40	Cards	\$0.20	\$8.00
		<b>Total Expenses</b>		<b>\$34.82</b>

I verify this report is true and factual and that will not receive reimbursements for these expenses.

Officer Candidate Signature John Doe

Date 1/14/20

Campaign Manager Signature John Smith

Date 1/14/20

Chapter Advisor Signature Frank Smith

Date 1/14/20