



Texas Association State Officer Election Handbook 2020 – 2021

A Letter to the Student

We are pleased that you are considering becoming a State Officer Candidate. Being an officer requires leadership skills, maturity, commitment, and a powerful 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 year's election season will encompass a 2-step elimination process. All candidates will earn a Section 1 score comprised of a scored Officer Election Packet, a virtual Officer Candidate Interview, and an online Candidate Test. The top fifteen (15) Secondary and top five (5) Associate State candidate scores at the conclusion of Section 1 will proceed to Section 2. The Section 2 components will be performed at the State Leadership Conference, and include the Candidate Speech and Campaign Rally.

This handbook provides all the pertinent information concerning eligibility, campaigning, and election procedures which govern the State Officer election process. **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 pages following 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. If you are elected, this information will be handed over to the State Officer Coordinator.

If you have any questions or concerns, please contact the Officer Elections Committee at OfficerElectionsCommittee@gmail.com.

We assure you that the elected State Officers will have a year filled with challenging 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!

The Officer Elections Committee

General Information

Eight State Officers are elected for Business Professionals of America, Texas Association. One officer will be elected from the Associate Division and will be designated as Associate Vice-President. The offices available for the Secondary Division are President, Vice-President, Secretary, Reporter, Historian, Parliamentarian and Sergeant-at-Arms.

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

The Texas BPA Board of Directors and the Officer Elections Committee oversees the election of new officers. The committee grades and reviews the candidate's packet, listens to speeches, evaluates transcripts, facilitates the campaign rally, and conducts interviews. A cumulative score of the packet is kept and the officers are ranked according to their preferences.

State Officer Responsibilities

- Attend all events listed for State Officers 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.
- 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.
- Serve as host/hostess of the State Leadership Conference. Duties will include State Leadership Conference pre-planning and conducting the Opening and Award sessions with the State Officer team.
- Perform all assignments as designated by the State Officer Coordinator.
- Perform all duties, responsibilities and obligations as outlined in this State Officer Election Handbook.
- Perform and 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.

Candidate Procedures

Application Qualifications

- Secondary and Associate State Officer Candidates must be a Sophomore or a Junior when running for office.
- Have a minimum of 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 January 14, 2020.
- Not already holding a BPA office for the 2020-2021 year at the Regional, State or National level.
- Ability to abide by all rules and regulations as set forth by the State Officer Election Handbook, Business Professionals of America, and Business Professionals of America – Texas Association.

Application Process

State Officer Candidates do not declare a specific office; they will rank their preference of office when filling out their State Officer Nomination Form. Candidates will campaign for an opportunity to serve Business Professionals of America, Texas Association.

A slate of seven (7) Secondary State Officers and one (1) Associate State Vice-President will be named by completing the required election components accurately and by adding the plurality vote at a set percentage, as stated below. The five (5) components of the election process will be completed in two (2) sections.

As our state association grows so does interest in running for state office. To ensure the efficiency and effectiveness of the election process, there is a two-step elimination process. All candidates will partake in Section 1 of the election process which includes a virtual interview, online test, and a scored officer election packet. These three (3) components will comprise the majority of the candidate’s overall potential score. The top fifteen (15) secondary and five (5) associate candidates that have the highest score at the conclusion of Section 1 will proceed to Section 2. Those that proceed to Section 2 will partake in giving their speech and participating in the campaign rally at SLC. Once the Section 2 scores are added to the Section 1 scores, the top scores will equate in the top seven (7) elected officers.

<u>Section 1 (conducted virtually prior to February 1, 2020)</u>	
Officer Election Packet (scored by the Officer Elections Committee)	25%
Interview (conducted online by the Officer Elections Committee)	25%
Candidate Test (administered online by the Officer Elections Committee)	10%
<u>Section 2 (conducted at the 2020 State Leadership Conference)</u>	
Campaign Rally (votes cast by Voting Delegates)	25%
Speech (evaluated by the Officer Elections Committee)	15%

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

Candidates that advance to Section 2 of the campaign process, will be notified by **February 3, 2020**. At this time, if selected, candidates can proceed with speeches and purchasing and creating materials to prepare for the Campaign Rally at SLC

Candidates are allowed one campaign manager to assist in Section 2, as the candidate requires.

Packet Submission

All State Officer Candidates will be expected to submit the Officer Election Packet by **January 14, 2020 at 11:59 p.m. CST** via email to OfficerElectionsCommittee@gmail.com.

The Officer Election Packet must include the following items that must be typed:

- **State Officer 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
- **State Officer Candidate Nomination Form** – Candidates will use this form to rank their preference of office
- **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 State Officers are elected. It must have all required signatures.
- **Academic Honesty Form** – This form is assurance that no candidate will participate in any form of academic dishonesty while taking the Officer Elections Test. 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 “Officer Elections Committee.” 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. Keep in mind that this picture will be displayed on the big screen while the candidate is giving his/her speech. A very small picture could become blurry and pixilated when stretched.

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 Officer Elections Committee via email at OfficerElectionsCommittee@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

All State Officer Candidates will participate in the Officer Candidate Interview, which is a component of their Section 1 score. Interviews will be conducted virtually by the Officer Elections Committee **between January 26 and January 31, 2020**. Candidates will be contacted via email to schedule an interview day and time. Candidates will need access to a webcam and a reliable internet connection.

State Officer Candidates should be aware of any previous engagements when signing up for his/her virtual interview time. A scoring rubric is provided in this handbook for reference.

Officer Candidate Test

All State Officer Candidates will participate in the Officer Candidate Test, which is a component of their Section 1 score. The test will be administered online **between January 25 and February 1, 2020**. Candidates will be contacted via email with instructions and the timeframe in which the test must be completed.

Officer Candidates should be knowledgeable in all aspects of the organization. Each officer should be able to answer questions concerning the structure, purpose, history, and members of leadership for both Texas BPA and Business Professionals of America as a whole. Every officer candidate should be able to recite the Pledge as well as the Vision and Mission Statements of Business Professionals of America. Candidates are encouraged to study information provided on both the Texas BPA website (www.texasbpa.com), the national BPA website (www.bpa.org) and Texas BPA Officer Manual.

The test will be restricted to a thirty (30) minute time limit. Any unethical behaviors or cheating during the test will not be tolerated, are strictly forbidden, and are cause for immediate disqualification of the candidate. Attached is an Academic Honesty form. This form must be submitted with all required signatures.

If the candidate requires any accommodations, they will be met by the Officer Election Committee as long as proper documentation is received in a timely manner.

Officer Candidate Speeches

State Officer Candidates that advance to Section 2 will give their speeches during the Second General Session at the State Leadership Conference. The candidate will be introduced by either their campaign manager, or the presiding Texas Association President. The candidate must write their speech based on the following guidelines:

1. Candidates will be given no more than two (2) minutes to speak, notecards will be allowed
2. Speeches should NOT mention the candidate's hometown or school
3. No props, costumes, demonstrations, skits or visual aids will be allowed during a speech
4. When campaign manager is introducing candidate, a short, professional, introduction should be used.
5. Speeches should NOT act out any skits, productions, excessive gestures, etc.

Inappropriate speeches, as determined by the Officer Elections Committee, are cause for immediate disqualification.

Speeches are due by **February 14, 2020 at 11:59 p.m. CST** via email to OfficerElectionsCommittee@gmail.com. Any late submissions will not be approved and you will be disqualified.

Once the speech is submitted, the Officer Elections 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. The candidate speaking order will be randomized.

Votes Cast by Voting Delegates

Campaign Rally Set-Up

State Officer Candidates that advance to Section 2 will set-up their campaign booth with the assistance of their campaign manager. One (1) table will be provided for each State Officer Candidate, and must be set-up within the time allotment designated. At this time, candidates will turn in:

- Official High School Transcript – Must be sealed and signed by school official.
- Candidate Application Fee – This \$15.00 can be paid by cash or money order payable to “BPA – Texas Association.” NO CHECKS WILL BE ACCEPTED.
- 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 Elections Committee. The instructions and format to follow are included in this handbook. The report and items used in the campaign must not exceed \$200.00. 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. Failure to provide all documentation and fees may result in disqualification.

The Campaign Rally Set-up* will be the only time a candidate and/or a campaign manager has to set-up 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 State 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

State 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. 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 a State Officer Candidate to campaign. **At no other point during the State 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, Snapchat filters, and flyers. Campaigning via social media, or around the conference before the rally is prohibited and will result in disqualification.

Installation of State Officers

Newly elected State Officers will be announced and installed at the beginning of the Awards Ceremony at the end of the State Leadership Conference. It is mandatory for all State Officer Candidates to be present at the Awards Ceremony. Once a newly elected State Officer is installed, you may be assigned a task after you are named an incoming officer.

Elected State Officers will be under the direction of the State Officer Coordinator.

If a replacement is needed for any State Officer during a term of office, the first runner-up will assume responsibility given that the replacement occurs on or before the officer training camp of the same year. No replacement or alteration will be made to the Officer Team after this date. The spot will be filled based on that year's election results if spot becomes available between this time.

State Officers who have served at least one term and are not running or service as a National Officer will be eligible to apply, at the end of their final term, for a position on the Board of Directors to serve as the Student Representative in Training. The Board of Directors, based on the recommendation of the State Officer Coordinator, will determine the best candidate. Those interested in applying must be a senior at the end of their last term. Contact the State Officer Coordinator for more information.

State Officer Expenses

The Texas Association will reimburse the officer for the cost of the required blazer and slacks, or dress. Shoes will be reimbursed up to \$50.00. The State Officer Coordinator will purchase ties, scarves, polo shirts, t-shirts, officer pins, and badges for the Officer team as required. The Texas Association will provide one (1) uniform per officer. Returning officers are asked to continue with their purchased uniform when possible. State Officers attending NLC shall be awarded a \$100.00 stipend to be used to defer expenses. The Texas Association will not pay for any other expenses to attend NLC other than the stipend. The student's chapter and/or the student is responsible for NLC expenses and an advisor must attend with them at the chapter's expense. While the Texas Association pays all authorized expenses after the National Leadership Conference, the required uniform will need to be purchased beforehand. A State Officer Uniform Check Request Form has been included in this handbook to submit for reimbursement.

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.

After the National Leadership Conference, the State Officer Coordinator will handle State Officer expenses and travel arrangements. Students 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. State Officers 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. State Officers 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. State Officers must be in uniform when performing official duties, including travel to and from the event.

Any alterations to pre-approved travel should be taken to the State Officer Coordinator. Any changes to travel without State Officer Coordinator approval will result in demerits.

BUSINESS PROFESSIONALS OF AMERICA – TEXAS ASSOCIATION
STATE OFFICER 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 campaign process. This advisor will be copied on emails from the Officer Elections Committee regarding campaign processes, information, changes of plans, etc. 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

STATE OFFICER CANDIDATE NOMINATION FORM

Name of Candidate: _____

Associate Division Instructions:

☐ Check this box if you are running for Associate Division Vice-President.

Secondary Division Instructions:

☐ Check this box if you are running for Statewide General Office, and rank your preference:

Offices include:

- President
- Vice-President
- Secretary
- Reporter
- Historian
- Parliamentarian
- Sergeant-at-Arms

Statewide General Offices:

1st choice: _____

2nd choice: _____

3rd choice: _____

4th choice: _____

5th choice: _____

6th choice: _____

7th choice: _____

BUSINESS PROFESSIONALS OF AMERICA - TEXAS ASSOCIATION

CHAPTER ADVISOR AND OFFICER CANDIDATE AGREEMENT

Name of Candidate: _____

Name of Chapter Advisor: _____

Dates	Event
May 6-10, 2020	National Leadership Conference – Washington, D.C
June 14-19, 2020	Officer Training Conference – New Braunfels, TX
July 20-23, 2020*	Texas Career Educators Conference
September 2020*	Fall Planning Meeting
October / November 2020*	Fall Leadership Conference
December 2020 / January 2021*	Winter Planning Meeting
January 2020*	Regional Leadership Conference
February 2020*	CTSO Day at the Capitol – Austin, TX
March 4-7, 2020	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 State Officer 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 State Officer 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 State Officer, I, _____, agree to participate in the following events:

Dates	Event
May 6-10, 2020	National Leadership Conference – Washington, D.C.
June 14-19, 2020	Officer Training Conference – New Braunfels, TX
July 20-23, 2020*	Texas Career Educators Conference
September 2020*	Fall Planning Meeting
October / November 2020*	Fall Leadership Conference
December 2020 / January 2021*	Winter Planning Meeting
January 2021*	Regional Leadership Conference
February 2021*	CTSO Day at the Capitol – Austin, TX
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.*

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 National Leadership Conference, 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 understand that failure to attend any events may result in demerits or removal from office. I also agree to adhere to the rules and regulations as outlined in this State Officer Election Handbook, and to abide by the Constitution and policies of Business Professionals of America, Texas Association. I understand that my actions outside of my responsibilities as state officer can be face consequence deemed appropriate by the board.

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

Do's	Don'ts
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.

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

Academic Dishonesty Form

Business Professionals of America Texas Association does not condone academic dishonesty. Academic dishonesty will result in automatic disqualification of the officer candidate.

Academic dishonestly includes but is not limited to:

- Unauthorized use of study material while taking officer candidate test.
- Assistance from any other individuals while taking officer candidate test.
- Use of other websites during allotted time given for test.

Candidate's Name: _____

Signature of Office Candidate

Date

Chapter Advisor's Name: _____

School Name: _____

Signature of Officer's Chapter Advisor

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 work together as a team at all times.

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: state officer uniform, state 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. This includes the upcoming National Leadership Conference.
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 **CAMPAIGN EXPENSE REPORT**

Candidate Name: _____

[illegible]

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

Signature of Officer Candidate

Date _____

Signature of Officer Candidate's Campaign Manager

Date _____

Signature of Officer Candidate's Advisor

Date _____

The Officer Election Committee has the right to request receipts to verify cast. Failure to provide all documentation will result in disqualification

Officer Candidate References

Scoring Rubrics

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

Officer Candidate Review of Academics and Participation

Committee members will use the candidate's résumé, transcript, 100-word statement, cover letter, and letter of recommendation to evaluate the following items.					
	Below Average	Average	Good	Excellent	Points Earned
Experiences:					
• 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	
Involvement:					
• In BPA	1 – 3	4 – 6	7 – 8	9 – 10	
• Outside of BPA	1 – 3	4 – 6	7 – 8	9 – 10	
Scholastics:					
• 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 résumé Format	1 – 3	4 – 6	7 – 8	9 – 10	
Other:					
• Reason for Running	1 – 3	4 – 6	7 – 8	9 – 10	
• Goal Orientation	1 – 3	4 – 6	7 – 8	9 – 10	
Total Points (110 Maximum)					

Second General Session

Committee members will use the candidate’s speech to evaluate the following items.					
	Below Average	Average	Good	Excellent	Points Earned
Speaking Skills:					
• Public Speaking	1 – 3	4 – 6	7 – 8	9 – 10	
• Confidence in front of a group	1 – 3	4 – 6	7 – 8	9 – 10	
• Knowledge of Speech	1 – 3	4 – 6	7 – 8	9 – 10	
• Content of Speech	1 – 3	4 – 6	7 – 8	9 – 10	
• Stayed within time limit	0 (no)			10 (yes)	
Penalty:					
• Mentioned school/hometown	-5				
• Inappropriate campaign manager introduction					
• Gestures acts or anything deemed inappropriate by Officer Election Committee					
Total Points (40 Maximum)					

Officer Candidate Interview

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

Campaign Expense Report Format Sample

The Campaign Expense Report will be submitted to the Officer Elections 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 of charge. Calculate the market value for all donated items. If the item is not listed on the Expense Report, it will be asked to be removed from your campaign table.

State 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. You will not be allowed to start your campaign without an accurate expense report.

Sample:

Candidate Name: John Doe

State Officer Campaign Expense Report				
Item	# of Units	Qty. Description	Cost per Unit	Total Cost
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
Ink	2	Cartridges	\$24.95	\$49.90
Total Expenses				\$84.72

State Officer Uniform Reimbursement

For those State Officers that are elected, please use the below form to submit for uniform expense reimbursement.

BUSINESS PROFESSIONALS OF AMERICA - TEXAS ASSOCIATION **STATE OFFICER UNIFORM CHECK REQUEST FORM**

Remit to		Date Requested
Name:		
Address:		
City:	State:	ZIP Code:
Phone Number:	Fax Number:	
Email Address:		
<i>State Officer Uniform Reimbursement</i> <i>Candidate:</i>		<i>Position:</i>
Budget Item Code	Item Description	Cost
2.301	Men's Blazer	
2.301	Men's Slacks	
2.301	Men's Dress Shoes (Up to \$50)	
2.301	Ladies' Dress	
2.301	Ladies' Jacket	
2.301	Ladies' Dress Shoes (Up to \$50)	
	TOTAL	\$

State Officers will follow the direction of the State Officer Coordinator on where and how to purchase officer uniform items.

Once this uniform check request is completed with the signature of the Requestor, please:

- Email a scanned copy to Kelly Munro at munrok@friscoisd.org along with your receipts.
- Place the original copies in the mail to Stefni Kueht, 506 S. Mechanic, Weimar, TX 78962.

Signature of Requestor

Date

Signature of Approving Board Member

Date Approved

For use by Texas BPA:

Check #

Date Issued

Budget Line Item

State Officer Candidate Check List

State Officer Candidates will be expected to submit the completed Officer Election Packet by the set deadline via email to OfficerElectionsCommittee@gmail.com. The deadline is **Tuesday, January 14, 2020 at 11:59 pm CST**. Please send all documents together TYPED as one packet in either PDF or WORD format.

The Officer Election Packet should include:

- Forms included in this Handbook
 - State Officer Candidate Information Form
 - State Officer Candidate Nomination Form
 - Chapter Advisor and Officer Candidate Agreement
 - Officer Calendar
 - 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
 - Academic Honesty
- Documents produced by the Candidate
 - **Unofficial** High School Transcript
 - Candidate Cover Letter
 - Letter of Recommendation (from advisor)
 - Résumé
 - 100 Word Statement
 - Digital Photo of Candidate (attached as a .JPG)

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

- **Official** High School Transcript (*must be sealed and signed by school official*)
- Candidate Application Fee of \$15.00 (*paid by cash or money order payable to "BPA – Texas Association." NO CHECKS will be accepted*)
- Campaign Expense Report (*typed & signed by candidate, campaign manager & advisor*)

State Officer Candidate Deadlines

- January 14, 2020
 - Officer Election Packet due by 11:59pm CST
- January 25 – February 1, 2020
 - Test will be administered
- January 26 – January 31, 2020
 - Interviews will be conducted
- February 3, 2020
 - Candidates notified if they proceed to Section 2
- February 14, 2020
 - Speeches due for approval by at 11:59pm CST
- March 5, 2020
 - Candidate Speeches and Campaign Rally at SLC