



*State Executive Council Handbook*

# MEMORANDUM

**TO:** New Mexico State Executive Officer and National Officer Candidates and Coordinators

**FROM:** Leslie Ferris, State Executive Team Coordinators

**CC:** Christine Phipps, New Mexico Business Professionals of America State Coordinator

**DATE:** August 2021

**SUBJECT:** Officer Candidate Handbook and Paperwork

The following packet contains important information concerning New Mexico BPA State Executive Team and National Officer candidacy. Ensure that you completely review the information in this Handbook pertaining to your duties in relation to being Candidates. Review the Election Information regarding voting delegate responsibilities and election procedures. Please forward the appropriate information to those members interested in campaigning for officer.

Please be aware of the following:

1. Candidates should print the Candidate Checklist in the forms section of this handbook to ensure all of the required documentation is completed.
2. Candidates that submit incomplete or late application forms and materials will be automatically eliminated (all items are included on the Candidate Checklist)
3. No handwritten documents will be accepted. All candidate information should be keyed.
4. All candidate information must be submitted online no later than ***JANUARY 18, 2022 at 4:30 pm MST.***
5. All candidates must attend the Officer Candidate Information Session to be held at the State Leadership Conference. More information about the Session will be emailed at once candidacy has been approved.

The following items are included in this packet:

1. One handbook Candidates
2. Candidate forms
3. Resources

If you have any questions or concerns, please do not hesitate to contact Leslie Ferris, State Executive Team Coordinator, at [lesliedannferris@yahoo.com](mailto:lesliedannferris@yahoo.com).

**DUE BY: *JANUARY 18, 2022 at 4:30 pm MST.***

If

Attachments

## TABLE OF CONTENTS

I.	GENERAL INFORMATION.....	1
	Purpose.....	1
	State Executive Council.....	1
II.	CANDIDATE INFORMATION.....	5
	Application Qualifications.....	5
	Application Procedures.....	5
	Application Materials.....	6
	Application Review.....	7
	Notification of Eligibility.....	7
	Campaign Regulations.....	7
	Online Elections.....	9
III.	ELECTION INFORMATION.....	11
	Seating.....	11
	Voting Delegate Allocation.....	11
	Voting Delegate Responsibilities.....	11
	Voting Delegate Procedures.....	11
	General Election Procedures.....	12
	Official Ballot.....	12
IV.	ELECTION SESSIONS.....	13
	Penalty for Absence.....	13
	Officer Candidate Information Session.....	13
	Officer Candidate Interviews.....	13
	Campaign Area Set Up.....	13

	Opening Session.....	14
	Campaign Rally.....	14
	Awards Session.....	14
	New Officer Orientation.....	14
V.	CANDIDATE FORMS.....	15
	Candidate Checklist.....	15
	Candidate Information Form.....	16
	Agreements.....	17
	Calendar-State Officers.....	18
	Local Advisor Guidelines.....	19
	Medical Information Form.....	20
	Media Release Form.....	21
	Candidate Code of Ethics.....	22
	Candidate Social Media Contract.....	24
	Removal from Office Form.....	25
VI.	Other.....	26
	Expenditures/Campaign Expense Report Blank.....	26
	Expenditures/Campaign Expense Report Example.....	27
	Officer Candidate Important Dates/Events.....	28
VII.	Resources.....	29
	BPA Fact Sheet	
	Style Reference Manual	
	100 Word Statements Examples	

## **General Information**

### **Purpose**

This handbook seeks to provide all important information and answer questions concerning eligibility, campaigning, and election procedures which govern the State Executive Council Candidate Election for prospective candidates at the State Leadership Conference (SLC). electronic copies are provided to local chapters to distribute to state officer candidates, national officer candidates, campaign managers, voting delegates, and advisors.

### **State Officer Team**

#### **Definition and Role**

State officers are known collectively as the “State Executive Council.” They are the student representatives for the entire New Mexico BPA Membership. They represent the state organization at various conferences and meetings throughout the state and nation during their term of office and may make recommendations to the Board of Directors. They are in charge of all meetings at the State Leadership Conference.

#### **Structure**

The State Executive Council is composed of up to five (5) officers who are elected annually at the State Leadership Conference.

#### **Secondary**

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President

Vice President of Community Relations/Sponsorship

Vice President of Communications/Social Media

Vice President of Membership

Vice President of Correspondence

Candidates for State Executive Council at the Secondary level must be a current 8th grader, freshmen, sophomore, or junior when running for office.

Each chapter may have a maximum of two (2) State Executive Council candidates per school. The Chapter Advisor is the only person authorized to determine which students may be declared applicants for the State Executive Council.

#### **Duties**

The elected officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws, by the State Executive Council, or in the adopted parliamentary authority.

State officers will be responsible for duties normally associated with their specific offices. They will be responsible to carry out assignments given by the State Executive Council Coordinator, Board of Directors, or designees.

Examples of duties for each officer are as follows:

- A. Duties of the President. The President shall:
  - a. preside over all business meetings;
  - b. preside over the State Executive Council meetings;
  - c. appoint all committee chairmen and members, as necessary;
  - d. develop the State Executive Council program of work for the term of office;
  - e. in cooperation with the Secretary and State Executive Council Coordinator, prepare an agenda for each meeting of the State Executive Council and State Association conference;
  - f. prepare and deliver a challenge to all NM Chapters;
  - g. monitor and support all other officers in their duties;
  - h. promote the development, general welfare, and growth of Business Professionals of America.
- B. Duties of the Vice President of Community Relations/Sponsorship. The Vice President of Community Relations/Sponsorship shall:
  - a. serve in any capacity as directed by the President;
  - b. accept the responsibilities of the President as occasions may demand;
  - c. assist the President by meeting with all committees to coordinate the program of work and ensure that all activities are in order keeping with the association practices;
  - d. encourage local member participation in the Torch Awards Program;
  - e. coordinate Sponsorship visits and campaign;
  - f. promote the development, general welfare, and growth of Business Professionals of America.
- C. Duties of the Vice President of Communications/Social Media. The Vice President of Communications/Social Media shall:
  - a. serve in any capacity as directed by the President;
  - b. to coordinate the use of social networks and the state website to promote New Mexico Business Professionals of America;
  - c. ensure that communication with outside entities is completed in a business and timely manner.
  - d. promote the development, general welfare, and growth of Business Professionals of America.
- D. Duties of the Vice President of Membership. The Vice President of Membership shall:
  - a. serve in any capacity as directed by the President;
  - b. serve on any committees set by the President;
  - c. to coordinate membership drives and presentations;
  - d. promote the development, general welfare, and growth of Business Professionals of America.
- E. Duties of the Vice President of Correspondence. The Vice President of Correspondence shall:
  - a. serve in any capacity as directed by the President;
  - b. to keep a complete and accurate account of the proceedings of the meetings;
  - c. read the minutes of meetings and call the President's attention to any unfinished business;

- d. advise the President on matters of business to be taken up or business procedures to be followed;
- e. read correspondence directed to the group;
- f. organize and lead the community service activities and projects for New Mexico Business Professionals of America;
- g. promote the development, general welfare, and growth of Business Professionals of America.

## Responsibilities

State Officers must comply with policies and procedures as established by the Board of Directors. Specifically, state officers shall:

- Attend all meetings as scheduled:
  - Tentative State Officer Meetings
    - Summer Leadership Training                      June 2022/Summer 2022
    - Fall Planning Meeting                                      September/October 2022
    - CORE Training    October/November 2022
    - State Planning Meeting                                      December 2022/January 2023
    - CTSO Day-Santa Fe    January/February 2023
    - State Leadership Conference                              February 2023
    - National Leadership Conference                      April/May 2023
- Provide guidance, leadership, and inspiration to all members.
- Represent the views of the membership, not those of the individual officer.
- Maintain correspondence with typed, proper style communications.
- Wear the Organization's official blazer when representing Business Professionals of America and when traveling by public transportation.
  - Each officer will be required to pay a deposit for their uniform that will be returned at the end of their term in exchange for their uniform.
- Submit a monthly report of participation in BPA activities to the State Executive Council Coordinator.
- Participate in competitive events at the Regional and State Leadership Conferences.
- Notify the State Executive Council Coordinator immediately of circumstances which prevent carrying out an assignment or duty.
- Be available to represent the Organization as requested and approved by the State Association.
- Abide by the Code of Ethics as established by the State Association.
- Serve as a Voting Delegate at the National Leadership Conference following the election of the position. (Not attending the NLC will not disqualify the candidate from office.)
  - However, if attending the NLC, if the officer fails to attend the assigned meetings as stated by the State Advisor or State Executive Council Coordinator, the state officer will be placed on probation or may be removed from office.
- Obtain at least one sponsorship for the State Leadership Conference.
- Work cooperatively with all State Officer team members to establish and carry out goals, objectives, and a program of work for the year.

- To be available, as necessary, to promote the general welfare of the New Mexico Association, Secondary/Middle Level Divisions and their members.
- To strive to increase higher knowledge of correct Parliamentary Procedure.
- To perform or assist in the performance of any other duties which may be requested by New Mexico Association members, advisors, State Staff, State Advisor, or State Executive Council Coordinator.
- Communicate with the State Executive Council Coordinator at least once a week during the school year, or a time set up by the State Executive Council Coordinator.
- Every grading period a copy of the official report card shall be signed by the chapter advisor and will be faxed or emailed to the State Executive Council Coordinator.



## Candidate Information

### Application Qualifications:

The student candidate applying as a State Executive Council Officer must meet the specific qualifications below:

#### Paperwork Deadline

The candidate must submit a state officer packet by the deadline listed in the state officer application.

#### Approval of Local Chapter

The candidate must have written approval from their Local Chapter Advisor and Principal.

#### Membership

The candidate must be a current, dues-paid, active member in good standing at the State and National level. They must have been an active member in BPA for one year before running.

#### Leadership Experience

The candidate must be currently serving (or have served) as an elected officer of Business Professionals of America at one of the following levels: (1) Chapter or (2) State.

#### Enrollment

The candidate must be currently enrolled, or previously enrolled, in a business, career and technical, and/or career related program as approved by the state.

#### Grade Point Average

The candidate must have a **3.0 GPA** based on a 4.0 scale (school transcript is required). A student will not have any "F"s in any course. The grade average shall include all subjects taken the previous year and including the first semester or quarter of the current school year.

#### Knowledge

The candidate must take the State Officer BPA Test. These scores will be provided to the voting delegates at the Opening Session.

#### Officer Term

The candidate is limited to serving two consecutive terms.

### Application Procedures:

- Candidates for State office **DO NOT DECLARE A SPECIFIC OFFICE**; State Officers WILL rank their preference of offices at the Officer Candidate Information Meeting at the State Leadership Conference.
- Candidates will campaign for the opportunity to serve New Mexico Business Professionals of America.

- The candidate will complete all forms and materials specified in the Candidate Checklist section and submit the online registration form by the State Association designated deadline.
- The Local Advisor must approve all materials and sign the State Officer Nomination Form. A local principal must also sign the form.
- All materials must be submitted no later than ***January 18, 2022 before 4:30 pm MST*** online at <https://tinyurl.com/NMBPASOC2022>.
  - The State Executive Council Coordinator will confirm receipt of all forms.
- The candidate will keep a copy of all materials and bring them to the State Leadership Conference.
- All materials must be originals when submitted. Former candidates cannot reuse old files, 100 Word Statements, Speeches, etc.

### **Application Materials (All materials should be saved as PDF and submitted online by the deadline):**

#### **Forms Provided to Candidate (See Candidate Forms Section)**

1. State Officer/National Officer Candidate Nomination Form (must be signed by local advisor and principal)
2. Officer Calendar (State Officer Candidates Only)
3. Local Advisor Guidelines (must be signed by local advisor)
4. Expenditures Itemized List
5. Medical Information Form
6. Media Release Form
7. Officer Candidate Code of Ethics
8. Officer Social Media Contract
9. Officer Reasons for Removal Form
10. Candidate Checklist (Must be signed by the candidate and advisor)

#### **Materials to be Supplied by Candidate**

1. Candidate's cover letter which includes the candidate's reason(s) for applying addressed to **NOT MAILED** to:

Christine Phipps, State Advisor  
New Mexico Business Professionals of America  
1500 South Ave. K; ENMU Station 61  
Portales, New Mexico, 88130

2. Chapter Advisor's Letter of Recommendation
3. Candidate's Resume which includes candidate's career objective (one page maximum, typed on 8.5 x 11 inch paper)
4. Candidate's statement of 100 words or less stating his/her name and why he/she wishes to be a candidate for state office/national office (candidates cannot mention a specific office) These 100 word statements must be typed. These will be published and provided to voting delegates as submitted by the candidate. Any words over the 100 word limit will not be included. (Examples in Resources Section)

5. Official HS Transcript with seal and signature of official authority. **If school policy prohibits the distribution of an official transcript to students, the candidate must request a transcript be sent to the State Executive Council Coordinator by the deadline. Contact Leslie Ferris for mailing information.**
6. A color photograph at least wallet sized. These photos will be converted to black and white and provided to the voting delegates with the 100 Word Statements.

### **Application Review:**

- Each candidate's application form and materials will be carefully reviewed for accuracy and completeness by the State Executive Council Coordinator and/or State Advisor.
- Candidates who submit an **incomplete** or **late** application forms and materials **WILL BE automatically eliminated from consideration as a candidate**. Make sure all forms and the 100 Word Statement include the proper signatures.
- Make sure all forms and 100 Word Statements include the proper required signatures.

### **Notification of Eligibility:**

- All candidates will receive notification from the State Executive Council Coordinator concerning the status of their application for State Executive Team/National Officer Candidate candidacy.
- Notification will be made by the State Executive Council Coordinator directly to the state officer candidate and the Local Chapter Advisor via email correspondence.
- Notification will be made **two weeks prior to the State Leadership Conference on or before February 4, 2022.**

### **Following notification of eligibility, the candidate will:**

- Again, thoroughly review all information contained within this Handbook;
- Prepare campaign materials, including a speech.
- Prepare and type a list of detailed expenditures for campaign materials.
- Attend all campaign/election sessions and activities at the State Leadership Conference.

### **Campaign Regulations:**

#### **Responsibility**

- The Candidate, their Campaign Manager, Voting Delegates, members, and advisors must observe all campaign regulations.
- Failure to do so may result in disqualification of the candidate.

#### **Campaign Managers**

- The campaign manager must have current State and National dues paid, be an active member in good standing, of the same local chapter as the candidate.
- The campaign manager will head the entire campaign for the candidate and may be required to attend some campaign meetings at the State Leadership Conference.

## Expenditures/Campaign Expenses

- A maximum expenditure of \$200 per candidate may be used for the campaign rally.
- The candidate or the candidate's campaign manager shall submit an itemized statement of all campaign expenses to the State Executive Council Coordinator at the Officer Candidate Information Meeting at the State Leadership Conference.
- All donated materials must be included in the itemized list of expenses, at the fair market value.
- Each candidate will be allowed one easel that does not have to be added to the expense report. This easel must be provided by the candidate. If you use more than one, then it must be listed on your report.
- Candidates are allowed to use up to a 17" battery powered computer or tablet during their campaign rally. The computer will need to be listed on the expense report, but will not be an expense item.
- No material of any kind is to be affixed to walls! It is the responsibility of all candidates to ensure that the conference site does not become littered with campaign material.
- No matter the actual costs:
  - Copies will be listed on the expense report at \$.05 each for black and white copies and \$.25 cents each for color copies.
  - Pictures will be listed as \$.10 for 4x6, \$.25 for wallet, \$.60 for 5x7, and \$2.50 for 8x10 for each picture used.
  - Other sizes will be listed per market value.
- **Itemized reports must be signed by the candidate and the advisor.**
- **Failure to submit the itemized list at the start of the Officer Candidate Information Meeting will result in automatic disqualification of the Candidate. (This form is at the end of the handbook)**

## Campaign Speeches

- All candidates will have the opportunity to give campaign speeches during the officer candidate assembly.
- Time limitation for speeches will be two minutes.
- The officer candidate will give an individual statement of qualifications and their platform.
- Candidates may not refer to any office by name specifically.
- The use of skits, props, costumes, demonstrations, or the assistance of another person are not allowed.
- The candidate may not solicit or invite audience preparation. The candidate will not be held accountable for spontaneous audience responses.
- All speeches must be original and written by the candidate.
  - If you were a former candidate, a new speech is required.
- Speeches by candidates are presented in an order determined prior to the session by a random draw of names. No announcement of the order of speeches will be made prior to the session.
- **All speeches must be emailed prior to the State Leadership Conference for approval. Speeches will be emailed to [newmexicobpa@gmail.com](mailto:newmexicobpa@gmail.com) one week before the State Leadership Conference on or before February 11, 2022. Any late submissions will not be approved and you will be disqualified.**

## Campaigning

- Prior to SLC
  - No campaigning may be conducted between local chapters prior to the SLC. This includes but is not limited to social media, mailings, emails, meetings, phone calls, etc.
  - The candidate's own local chapter is the exception.
- At the SLC
  - No campaigning may be conducted prior to the State Leadership Conference with the exception of campaigning within your own local chapter.
  - Distribution of materials or display of posters or flyers is allowed only during the Campaign Rally. Materials may not be distributed before this time or outside of the Campaign Rally Room.
  - Verbal campaigning may begin immediately at the State Leadership Conference. (No posters, handouts, candy, etc. may be given out until the Campaign Rally).
  - Each candidate will be provided with space at the Campaign Rally. This space will include one (1) table that can be used to set-up and distribute campaign materials. Other supplies (such as tape, easels, scissors, etc.) must be supplied by the candidate.
  - The candidate and the campaign manager only may set up materials at the time and place designated for the Campaign Rally at the State Leadership Conference.
  - The candidate, campaign manager, or chapter advisor must remove materials at the designated time. Failure to remove materials from the Campaign Rally may result in disqualification of the candidate.

## Campaign Materials

- Materials may not refer to a specific position outside of State Officer Candidate.
- Materials may not be affixed in any way to the conference property.
- Materials must be set up and then removed at the designated times.
- Materials can only be distributed at the Campaign Rally inside of the Campaign Rally Room.
- Posters must be reasonable size, free standing, or displayed on an easel which must be supplied by the chapter. They can only be displayed at the Campaign Rally.
- **Helium balloons, glitter, and confetti** are not permitted in the Campaign Rally.
- Stickers are also not allowed to be handed out during the Campaign Rally.
- Only Officer Candidates and their Campaign Managers can actively campaign during the Campaign Rally.
- No material of any kind is to be affixed to walls! It is the responsibility of all candidates to ensure that the conference site does not become littered with campaign material.
- All campaign material, with the exception of buttons or pins is limited to the election/caucus room.

## Online Elections

In the event that the State Leadership Conference becomes virtual, the Virtual Elections Handbook and plan will be utilized.

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New Mexico Activities Association 8.1.3 Co-Curricular Activities Co-curricular activities are activities that are an extension of classroom instruction which are governed by the Educational Standards for New Mexico Schools or local board policy. Classroom instruction should require no more than twenty (20) hours per month of time for a student outside of the regularly scheduled instructional day for practice, meetings, events or performances. Co-curricular activities are required as part of the course work if a student is to receive credit for the course. Co-curricular activities do not require that students be absent from class other than the sponsoring class for practice, meetings, events or performances. Scholastic requirements do not apply to co-curricular activities held at the school. Students involved in co-curricular activities away from the school must adhere to the same scholastic requirements set forth by the Association for athletic participation. (See 6.2) EXAMPLES: Vocational, fine arts, club activities, field trips

## Election Information

### Seating

- Candidates (campaign managers and chapter advisors may attend this as well) must attend the Officer Candidate Information Meeting at the State Leadership Conference.
- Candidates and campaign managers must be seated in the reserved section designated **at least 10 minutes prior to the start of the Opening Session.**
- Voting Delegates must be seated in the reserved section designated **at least 10 minutes prior to the start of the Opening Session.** Voting Delegates not seated for roll call may be disqualified from voting.

### Voting Delegate Allocation

Local chapters exercise their voting privilege and conduct all business through student voting delegates at the State Leadership Conference. Only student voting delegates may participate in discussion.

Each chapter is entitled to two (2) voting delegates. The HEAD Voting Delegate must announce how many voting delegates are present from each chapter at the time of roll call during the First General Session.

- A chapter must submit the initial membership roster and pay both State & National dues by the designated postmark date in order to be allocated voting delegates.
- A chapter may lose voting privileges if voting delegates are absent for roll call during any session the state conference program states that they need to attend.
- All ballots will be tabulated by State Staff/BPA Board

### Voting Delegate Responsibilities

Voting delegates play an important and vital role in the election of officers. Therefore, it is crucial that all voting delegates understand and agree to fulfill the following responsibilities.

Specifically, voting delegates will:

- Read this Handbook thoroughly, ask questions as necessary, and abide by all campaign/election regulations.
- Wear the appropriate Voting Delegate ribbon.
- Visit each candidate at the Campaign Rally.
- Attend the Opening Session for roll call and the Candidate Speeches.
- Be seated promptly for all sessions at the designated time and place.

### Voting Delegate Procedures

- Voting delegates will report to the assigned room at the time indicated.
  - Doors to the assembly area will be closed at the designated time and a roll call of chapters will be held to establish the total number of votes possible.
  - After the roll call--the vice president will not allow late arriving delegates to be seated.

- No additional delegates will be seated once voting has begun.
- Local Chapter Voting Delegates must be present for roll call in any session involving the State Officer/National Officer Candidate process or other business.

Answering roll call...

When the Local Chapter's name is called:

All voting delegates will stand and remain standing until count is verified and delegates are told to be seated.

Head Voting Delegate will give the name of the school and announce the number of voting delegates present and the number of conference delegates present from their chapter. (For example, "XYZ Chapter is present with 2 voting delegates and 56 members.")

- Only voting delegates may present business for consideration at the Meeting Assembly.
- In order to speak, a voting delegate must be recognized by the presiding state officer/Chair.

Gaining recognition to speak:

At the appropriate time in the agenda:

Voting Delegate will stand and address the presiding officer. (For example, "Mr. or Madame President or Chairperson")

When recognized by the Chair:

Voting Delegate will state his or her name, local chapter, and business (For example, "Leslie Ferris, Hogwarts High School, I move that...")

- All motions and/or resolutions presented must be in writing. Two copies must be given to the State Advisor immediately following verbal introduction.

## **General Election Procedures**

- The election ballots will be cast at the conclusion of the Campaign Rally.
- Only Local Chapter Voting Delegates may vote.

## **Official Ballot**

- Ballots will be distributed to voting delegates electronically. The ballots will then be collected by the State Executive Council Coordinator(s) and confirmed by the Board of Directors.
- Each voting delegate will cast 5 votes for secondary candidates and 1 vote for national candidates.
- From those votes cast,
  - The candidates receiving the most votes on the first ballot will be elected. A tie vote will result in an additional ballot for that office.
    - The 5 State Officer Secondary Candidates receiving the most votes will be elected to the State Executive Council.
    - The 2 National Officer Candidates receiving the most votes will be reviewed by the Board for selection as New Mexico National Officer Candidates.



## ELECTION SESSIONS

### Penalty for Absence of those “who must attend” is as follows:

**Candidate** - Disqualification

**Campaign Manager** - Possible Disqualification of Candidate

**Voting Delegate** - loss of Vote for each absent Voting Delegate

### Officer Candidate Information Session

**Who Must Attend:** Candidate

**Who May Attend:** Campaign Manager, Local Advisor, Parent/Guardian

**What will Happen:**

- Officer Candidate Guidelines and expectations will be reviewed.
- Officer specific duties will be discussed and candidates and/or advisors will have a time to ask questions.
- Election materials will be distributed.
- The candidates will take the Business Professionals of America Test which will be scored. Candidates' scores will be provided to all Voting Delegates in the Opening Session. (BPA Fact Sheet is available in the Resources Section)
  - Please bring a laptop or tablet to take the Knowledge Test.
  - If a candidate needs special assistance, please contact Leslie Ferris in advance.
- Expense reports from the candidates will be collected and verified.
- Candidate responsibilities for the State Leadership Conference will be distributed. All duties are mandatory unless you have a specific contest conflict.
- Candidates will rank their office preferences. (Secondary State Officer Team Candidates Only)

### Officer Candidate Interviews

**Who Must Attend:** Candidate

**What will Happen:**

- Candidate interviews will follow the Information Session.
- Each candidate will go through an interview with the Placement Committee.

### Campaign Area Set-Up

**Who Must Attend:** Candidate, Campaign Manager

**Who May Attend:** Local Advisor

**What will Happen:**

- Candidates and Campaign managers will have a time to set up their campaign table.
- Please refer to this handbook for specific guidelines for the table and campaign materials.

## Opening Session

**Who Must Attend:** Candidates, Voting Delegates

**What will Happen:**

- Voting Delegates will have assigned seating.
- Roll will be taken for all Voting Delegates.
- Candidates should be seated **at least 10 minutes before the start of the session** in their designated seats.
- Voting delegates should be seated **at least 10 minutes before the start of the session** in their designated seats.
- Candidates will give prepared speeches. No questions may be asked by Voting Delegates.
- Campaign managers may sit with their candidates in assigned seating during Opening Session.
- Candidates and Campaign managers will be dismissed from the Opening Session early to move to the Campaign Rally area.

## Campaign Rally

**Who Must Attend:** Candidates, Campaign Managers, Voting Delegates

**Who May Attend:** Local Advisors

**What will Happen:**

- Voting Delegates and Local Advisors will have the opportunity to personally meet, talk to, and question the candidates.
- Only Voting Delegates will be allowed to vote in the election.
- Ballots will be provided at the conclusion of the time allowed for the Campaign Rally.

## Awards Session

**Who Must Attend:** Candidates

**What Will Happen:**

- Candidates will help with the presentation of medals.
- The new State Officer Team will be announced and sworn in after awards.
- The New Mexico National Officer Candidates will be announced.

## New Officer Orientation

**Who Must Attend:** New Officer Team and New Mexico National Officer Candidates

**Who May Attend:** Local Advisors, Parent/Guardian

**What will Happen:**

- Paperwork will be submitted by newly elected officers & candidates.
- Information will be given to the newly elected officers & candidates in preparation for upcoming meetings and trainings.

## Officer Candidate Checklist

Officer candidates will be expected to submit an Officer Candidate Packet by the set deadline. The submitted packet should include the following:

### Officer Candidate Packet:

- ☆ Officer Candidate Checklist (signed by candidate and advisor)
- ☆ Officer Candidate Nomination Form
- ☆ Candidate Cover Letter (Indicating reasons for applying for and qualifications.)
- ☆ Advisor Letter of Recommendation
- ☆ Officer Calendar (*State Officer Candidates Only*)
- ☆ Guidelines for Local Advisors
- ☆ Candidate's Resume
- ☆ Official HS Transcript with seal and signature of official authority
- ☆ 100 Word Statement with Signature of Candidate
- ☆ Medical Information/Delegate Form
- ☆ A color photograph at least wallet sized in digital format
- ☆ Media Release Form
- ☆ Officer Candidate Code of Ethics
- ☆ Officer Social Media Contract
- ☆ Officer Reasons for Removal Form

Note: Packets must be submitted at <https://tinyurl.com/NMBPASOC2022> by ***January 18, 2022 by 4:30 pm MST***. Packets not meeting the deadline will be returned. **All applications must be submitted once and complete**, absolutely no exceptions will be made.

**Please keep copies of all forms for your records.**

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Candidate Signature

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Advisor Signature

## **Candidate Nomination Form Information Sheet**

**Candidate Information will be collected through an online form at:**

**<https://tinyurl.com/NMBPASOC2022>**

**All other forms will also need to be uploaded as PDFs at the above URL.**

**Candidate Certification**

I certify that I am a member in good standing of the \_\_\_\_\_ Chapter of Business Professionals of America. I also certify that I will be returning as a member of the above chapter next year. I have read and understand **all of the requirements in my Office Candidate Handbook**, and that all information submitted herein is accurate and correct.

\_\_\_\_\_  
Candidate's Signature

Date: \_\_\_\_\_

**Candidate/Parent Agreement**

**Candidate/Parent Agreement**

If elected, I will attend the required National Leadership Conference, attend all national meetings, adhere to the Code of Ethics, actively serve in office to the best of my ability, abide by the Constitution and policies of the Business Professionals of America and be a student member.

My parents/guardians and I understand the obligations of serving as a New Mexico State Officer/National Candidate - being enrolled in a Career Technical Education class which aligns with my organization or serving as a lab assistant for my chapter advisor during my term of office, attending all meetings or conferences as listed on the Officer Calendar or any other meetings called during my term of office. We further assume the responsibility for all personal expenses, and those not paid by the local, district, or state association. The state or local association will not be held responsible in the event of an accident. If elected, I will serve to the best of my ability and will resign if I fail to fulfill my responsibilities. **Failure to perform to expected standards will obligate repayment of all finances as indicated in my CTSO Policies and Procedures and/or removal from office at the Board's discretion.** I further understand that I will be a role model and spokesperson for my organization and will conduct myself accordingly throughout my term of office at all times. I will abide by the constitution and by-laws of my state organization. Furthermore, I will maintain the grade point delineated in the officer's application for my CTSO.

\_\_\_\_\_  
Candidate's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian's Signature

Date: \_\_\_\_\_

**Advisor/Principal Agreement**

**Advisor/Principal Agreement**

The above candidate is a member in good standing of the \_\_\_\_\_ Chapter of Business Professionals of America. To the best of my knowledge, all information submitted on, with, or attached to this nomination form is factual and exists as presented. The candidate is enrolled in a state-approved vocational business and/or office education program.

We understand the commitments inherent in this office and pledge our support and assistance if the candidate is elected. Obligations include attendance at all required meetings (an estimated 22 days, counting those during the summer) which the Chapter Advisor shall attend as well and assist in obtaining finances to attend the required National Leadership Conference (approximately \$1,500). By signing below, the advisor and administrator pledge to provide guidance and direction to the candidate during the tenure of office, and understand that the local chapter must remain in good standing with the State and National offices of the Association or the candidate will be asked to resign from office.

\_\_\_\_\_  
Local Advisor's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

Date: \_\_\_\_\_

## Officer Calendar-State Officer

If elected as a State Officer, I agree to participate in the following events:

Summer Leadership Training	June 2022/Summer 2022
Fall Planning Meeting	September/October 2022
CORE Training	October/November 2022
State Planning Meeting	December 2022/January 2023
CTSO Day-Santa Fe	January/February 2023
State Leadership Conference	February 2023
National Leadership Conference	April/May 2023

Monthly meetings will be set up by the State Executive Council Coordinator; these may be in person or via electronic means.

Other events may be added at the State Executive Council Coordinator's discretion.

I have read and understand the information above.

\_\_\_\_\_  
Student's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Local Advisor's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Administrator's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian's Signature

Date: \_\_\_\_\_

## Local Advisor Guidelines

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 you are aware of your advisor 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 STATE OFFICER RESPONSIBILITIES with my candidate and feel confident that they are 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 schedule frequently and I will strongly recommend that he/she make Business Professionals 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 communicate in a timely manner with the State Advisor, State Executive Council Coordinator, and Board of Directors to help my student fulfill his/her officers' duties.
4. I will assist my student in returning articles and other officer materials to the State Executive Council Coordinator in a timely manner.
5. I will discuss travel arrangements with my officer (see the "Officer Calendar") and travel with him/her when necessary. I understand that the school is responsible for providing transportation to activities. I have also discussed with this candidate's parent/guardian the travel requirements of the job and 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.

We appreciate the valuable role BPA advisors have in forming our state officer team. The future success of Business Professionals of America depends upon your ability to recognize leadership skills in your students! Thank you for your support!

\_\_\_\_\_  
Local Advisor's Signature

Date: \_\_\_\_\_

## Medical Information/Delegate Form

Please follow the link below to access the form or  
email [newmexicobpa@gmail.com](mailto:newmexicobpa@gmail.com) for a copy:

<http://nmctso.com/bpa/officers/>



## Media Release Form

I grant permission to Business Professionals of America, New Mexico Association, to use my child's name and/or photographs for use in organization publications, such as, but not limited to, recruiting brochures, newsletters, and websites, and to use said 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 New Mexico BPA 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 BPA, 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 and liability arising from or related to the use of the photographs or 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.

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 release.

Officer Candidate's First and Last Name: \_\_\_\_\_

Parent/Legal Guardian's Name (Please Print): \_\_\_\_\_

Parent/Legal Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Officer Candidate Code of Ethics

As a state officer of a New Mexico Career and Technical Student Organization, I understand and agree to the following Code of Ethics:

- I will refrain from possessing or partaking of any illegal drug, alcohol, or tobacco (if prohibited by NMAA regulation and/or my organization) while participating in an official or assigned organization activity.
- I will not engage in any public display of affection with any person while attending any official function or performing a state officer duty.
- I will follow all instructions issued by any individual who is responsible for me.
- I will wear the official dress of my organization while representing my organization.
- I will maintain proper dress and good grooming on all occasions.
- I will maintain a cooperative attitude while participating in any official organization activity.
- I will use wholesome language in all speeches and informal conversations.
- I will avoid all places or activities in which my presence could raise questions into my moral integrity and character.
- I will avoid participating in and actively discourage any conversations which belittle or downgrade fellow CTSO members, officers, and adults.
- I will treat all members equally and not favor one member or officer over another.
- I will behave in a manner which conveys and commands respect without any air of superiority.
- I will maintain dignity while being personable, concerned and interested in fellow members.
- I will abide by all policies and procedures relating to officers and members as indicated in my organization's Policies and Procedures Manual.
- I will abide by all rules and regulations established for my organization.
- I will not deface or steal property of any kind. I will pay for or replace any property damaged by my actions.
- I will not possess any type of weapon or take any action causing bodily harm or fear of life to any person.
- Students of the opposite sex shall not be permitted to be in the same room unless accompanied by an adult.
- Sexual conduct, material and/or behavior are prohibited.
- I will observe all curfews established for each activity.
- I will respect all persons with whom I come into contact. This includes keeping the noise level in my room inaudible to anyone passing in the hallway, ceasing all room-to-room telephone calls at curfew.
- I will immediately separate myself from any situation in which a violation of this code of ethics has occurred and report the violation to an adult. This includes situations in which I was not present but have direct knowledge of.
- I will observe all penalties for violations of this code of ethics imposed at the discretion of my advisor, state management team, State Executive Council Coordinator, school officials and/or Board of Directors.

- As an officer of my CTSO, I will represent my local, state and national organization with respect. This means that, for my term of office, any content I post on such things as MySpace, Facebook, YouTube or other sites and my email address must be reviewed by an authorized adult such as my advisor, parent or guardian. I also understand that these Websites will be monitored and I may be requested to remove material. If I fail to do so and post inappropriate or unapproved material, I will be on probation as an officer and subject to the consequences of my advisor, school or state advisor.

\_\_\_\_\_  
Candidate's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian's Signature

Date: \_\_\_\_\_

## Officer Social Media Contract

If elected as an officer, you will be representing not only the state and chapter you are from, but you also serve as a brand ambassador for Business Professionals of America and are expected to portray yourself, and the organization, in a positive manner at all times. You are also responsible for completing your assigned duties through BPA social media bases. As an officer, you must read and sign this contract acknowledging the Officer's Responsibility to use social media responsibly and with accountability as a member of the Officer Team.

All Officers are required to comply with the following:

- Responsibilities
  - Complete all assigned social media postings and planning in a timely manner
  - Maintain and reflect the positive professional image of Business Professionals of America
  - Interact with all membership on BPA Professional accounts
  - Post appropriately, respectfully, and thoughtfully
- Tentative Do's & Don'ts

Do's	Don'ts
Follow NMBPA social media platforms as well as allow NMBPA Staff to follow you	Block NMBPA Staff from viewing your posts
Positively interact with membership using professional and encouraging language	Use any derogatory language, remarks, or profanity
Keep personal views off of all BPA Accounts	Express any controversial viewpoints (ex. politics)
Immediately remove anything when asked to do so	Involve yourself with alcohol or drugs, including liking and quoting such references.
Complete all assigned postings	Forget and/or ignore your responsibilities
Be your professional self and share BPA news through all social media bases supported by BPA	Share any account information to those not on the team
Think twice before posting or putting yourself in inappropriate positions	Have incrimination, violence, any form of nudity, inappropriate gestures, etc on social media
Other items may be added at the State Executive Council Coordinator's discretion	

By signing this Social Media Agreement, you are stating that you will follow the rules indicated above and you understand that disciplinary actions may be imposed for failure to comply with those rules.

\_\_\_\_\_

**Officer Candidate Signature**

\_\_\_\_\_

**Local Advisor Signature**

## Officer Reasons for Removal Form

Any officer may be declared “inactive” and/or removed from office in the following situations.

***Declaration of “inactive” status and possible removal from officer for:***

1. Any state officer who fails to adequately perform the duties of the office will be removed from office.
2. Any state officer member who fails to attend any announced meeting without just cause (illness, death in immediate family, or an unforeseen emergency) shall be placed on probation for a period of time to be determined by the Board of Trustees.
3. Any state officer whose behavior, while in the performance of duties, is contrary to published rules of conduct or whose behavior is injurious to the image of this association shall be removed from office.
4. A state officer who fails to maintain a 3.0 grade average or above shall be placed on probation for one grading period. Failure to bring up grades shall result in removal from office.
5. Removal from office carries the obligation of repayment of chapter, district, and state funds used to maintain the executive council member in office.
6. The executive board members shall be convened to assess each case which may result in removal from office.
7. Any state officer who resigns or is removed from office and wishes to run again will need to submit an appeal to the NM BPA Board of Directors prior to the application deadline.

***Immediate and automatic removal from office for:***

1. Failure to adhere to the Code of Ethics.
2. 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 for Business Professionals of America as well as the State Executive Council Coordinator.

I understand, if removed, I will immediately return all materials purchased by NMBPA. This includes: state officer uniform, state officer pin, polos, etc.

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Officer Candidate Signature**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Local Advisor Signature**

**Expenditures/Campaign Expenses**

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

<b>Officer Campaign Expense Report</b>					
	<b>Item Description</b>	<b># of Units</b>	<b>Qty. Description</b>	<b>Cost per Unit</b>	<b>Total Cost</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
<b>Total Expenses</b>					<b>\$</b>

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

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Officer Candidate Signature**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Campaign Manager Signature**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
**Local Advisor Signature**

**\*\*\*The completed Campaign Expense Report needs to be turned in at the Candidate Information Meeting during the SLC.\*\*\***

## Expenditures/Campaign Expense Report Sample

The Campaign Expense Report will be turned in at the Candidate Information Meeting at the State Leadership Conference.

- List every item that is used for your campaign and/or campaign booth, **even if it is 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 your table at the Rally.
- Please attached/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.

Sample Report:

Candidate Name: Leslie Ferris

<b>Officer Campaign Expense Report</b>					
	<b>Item Description</b>	<b># of Units</b>	<b>Qty. Description</b>	<b>Cost per Unit</b>	<b>Total Cost</b>
1	Poster Board	3	Each	\$1.00	\$3.00
2	Glue Stick	1	Each	\$1.98	\$1.98
3	Permanent Markers	1	Package	\$2.45	\$2.45
4	Construction Paper	4	Packages	\$1.20	\$4.80
5	Tape	1	Roll	\$0.99	\$0.99
6	Lollipops	3	Bags	\$2.00	\$6.00
7	Black and White Copies	8	Sheets	\$0.10	\$0.80
8	Color Copies	17	Sheets	\$0.40	\$0.40
9	Business Cards	40	Cards	\$0.20	\$8.00
10	Printer Ink	1	Cartridge	\$24.95	\$24.95
11	Toilet Paper Holders (Donated)	6	Holdings	\$0.10	\$0.60
12	Glow Sticks	100	Sticks	\$0.20	\$20.00
13	17" Mac Laptop	1	Each	N/A	N/A
14					
<b>Total Expenses</b>					<b>\$73.97</b>

## Officer Candidate Important Dates/Events

1. Before State Leadership Conference
  - a. Officer Packet Due
    - i. Must be submitted online by 4:30 pm MST on January 18 at <https://tinyurl.com/NMBPASOC2022>.
  - b. Officer Candidacy Approval Emailed
    - i. Approval will be emailed from Leslie Ferris, State Executive Council Coordinator, on or before February 4, 2022.
  - c. Officer Candidate Speech Due Date
    - i. All speeches must be typed and emailed to [lesliedannferris@yahoo.com](mailto:lesliedannferris@yahoo.com) on or before February 11, 2022.
    - ii. Approval will be emailed back before the State Leadership Conference
2. At State Leadership Conference
  - a. Candidate Information Section & Knowledge Test
  - b. Candidate Interviews
  - c. Campaign Rally Set-Up
  - d. Opening Session
    - i. Must be seated at least 10 minutes before Opening Session begins
  - e. Campaign Rally
  - f. Closing Session/Awards
  - g. New Officer Orientation-New Officers and National Officer Candidates Only.
  - h. Other events as designated by the State Executive Council Coordinators and State Advisor



## **RESOURCES**

1. BPA Fact Sheet
2. BPA Style Reference Manual
  - a. Production Standards
  - b. Letter
3. 100 Word Statement Examples



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## Appendix VII: 2021 Merit Scholar Exam Study Guide

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The BPA Merit Scholar Award is a very prestigious award within our BPA Cares Program, and is open to any advisor or student member. In order to achieve this honor, a member must score 90% or higher on the objective exam, which consists of fifty (50) multiple choice and True/False questions.

This study guide is designed to serve as your primary roadmap as you prepare for the Merit Scholar exam. It is highly recommended that you also review any additional information referenced within the website links provided throughout this study guide.

### General Information

#### National Center Headquarters

The BPA National Center is located at 700 Morse Road, Suite 201, Columbus, OH 43214.

#### Meaning of Organization's Name

- **Business:** The field for which we prepare our students; emphasizes that we educate our members to work efficiently, not only in an office setting, but also in a wide variety of business situations.
- **Professionals:** Our students indicate they join Business Professionals of America to take advantage of a wide variety of professional development opportunities.
- **Of America:** Symbolizes pride in our country and its free enterprise business system.

#### Mission Statement

To develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth and service.

#### Vision Statement

To be an innovator in Career and Technical Education, providing our members with opportunities for growth through education, competition, community service and personal development.

#### Annual Theme for 2020-2021

Envision. Empower. Ignite.

#### National BPA Tagline

The purpose of the organization's tagline is to serve as a linking device between our organization and our name. The official tagline is: **Giving Purpose to Potential**. To ensure that there is a clear communication of Business Professionals of America, the tagline may be used with the logo for printed pieces. However, this is not a requirement for use of the logo.



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## Appendix VII: 2021 Merit Scholar Exam Study Guide

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### Official BPA Pledge

We are met in a spirit of friendship and goodwill as we prepare for careers in a world-class workforce. We work together to develop professionalism and leadership through Business Professionals of America, and pledge our loyalty to our nation.

### Official BPA Colors

- **Navy Blue:** Signifies the success achieved through leadership and professionalism.
- **Red:** Symbolizes the friendship obtained through the teamwork of our organization.
- **Tan:** Represents the bountiful fields of opportunity in America.

### Proper Usage of Acronym (BPA)

The acronym (BPA) is acceptable in casual conversation and personal correspondence to identify the organization. Once the name is spelled out in full, the acronym may be used in text. The acronym may not be used for cover titles or headlines.

### Our Emblem

The four points of the BPA shield stand for Ambition, Leadership, Sociability, and Poise. The shield itself stands for honor and dignity, as well as the importance of business in America. The stripes represent education, citizenship, loyalty, patriotism, competency, and dependability. The bar represents the service provided by employees in business occupations. The quill and inkwell represent the stability of business occupations through the ages. Lastly, the torch represents worthy goals.

### Official BPA Attire

- The official BPA blazer is navy blue with the logo located on the left side.
- The name tag is to be worn on the right side of the jacket.
- The highest Torch Award pin earned is to be worn on the right lapel.
- The national Merit pin is placed on the right lapel.
- The annual membership pin is placed on the left lapel.
- The officer pin is placed on the right lapel above the nametag.

### Social Media

BPA social media is designed to provide up-to-the-minute news flashes primarily targeting advisors and student members.

- Facebook: <https://www.facebook.com/businessprofessionalsofamerica>
- Twitter: @national\_bpa
- Instagram: <http://instagram.com/bpanational>
- Snapchat: @national\_bpa
- LinkedIn: <https://www.linkedin.com/company/business-professionals-of-america/>
- YouTube: <https://www.youtube.com/businessprofessionalsamerica>



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## Appendix VII: 2021 Merit Scholar Exam Study Guide

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### **BPA Week**

Business Professionals of America Week takes place the second full week in February and coincides with Career and Technical Education Month.

### National Officer Information

The National BPA Executive Council is comprised of the National Officers from the Secondary and Post-secondary Divisions.

- **Additional Information:**

- The Executive Council positions for the Secondary Division include: President, Vice President, Secretary, Treasurer, Historian, and Parliamentarian.
- The Executive Council positions for the Post-secondary Division include: President, Vice President, Secretary/Treasurer, and Parliamentarian.

### **National Officer Candidate Requirements**

- Be a student member in good standing for the current membership year, as of February 15th.
- Be currently serving, or have served as an elected officer of a local, regional/area, or state association of BPA.
- Grade Point Average (GPA):
  - (Secondary Division) - The candidate must have a cumulative 2.75 grade average based on a 4.0 scale (official school transcript required).
  - (Post-secondary Division) - The candidate must have a cumulative 2.75 grade average based on a 4.0 scale (official school transcript required). This GPA requirement is cumulative for the past two terms.

### **National Officer for a Day Program (NOFAD)**

This program provides Middle Level Division members with the opportunity to shadow the National Officer Team for a day at the National Leadership Conference.

### Organizational Structure

#### **National BPA Board of Trustees**

The Business Professionals of America Board of Trustees is comprised of a talented group of educators, organization and community leaders, and industry professionals dedicated to the Mission and Vision of our organization. The Board of Trustees is comprised of 13 voting members and two non-voting ex-officio members. This group meets regularly throughout the membership year and manages all affairs of Business Professionals of America.



**BUSINESS  
PROFESSIONALS  
of AMERICA**

**Giving Purpose  
to Potential**

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## Appendix VII: 2021 Merit Scholar Exam Study Guide

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To learn more about our current Board of Trustees visit:

<https://bpa.org/about-us/our-people/board-of-trustees/>

### **State Association Advisory Council (SAAC)**

The State Association Advisory Council (SAAC) collaborates with BPA's Classroom Education Advisory Council as well as other support groups and special committees to improve programs. In addition, members of the Council support and facilitate the implementation of programs, policies and activities as established by the Board of Trustees of Business Professionals of America.

To learn more about our current State Association Advisory Council visit:

<https://bpa.org/about-us/our-people/state-association-advisory-council/>

### **Classroom Educators Advisory Council (CEAC)**

The Classroom Educators Advisory Council (CEAC) serves as a liaison between Business Professionals of America advisors and its Board of Trustees. Its purpose is to promote the objectives of the Business Professionals of America programs, establish and monitor effective Workplace Skills Assessment Program competitive events, serve as a clearinghouse for suggested improvements and changes pertaining to competitive events and ensure that their State Association is informed of currently adopted Workplace Skills Assessment Program guidelines.

To learn more about our current Classroom Educators Advisory Council visit:

<https://bpa.org/about-us/our-people/classroom-educators-advisory-council/>

### **National Business Advisory Council (NBAC)**

The purpose of the National Business Advisory Council (NBAC) is to offer insight and guidance on the future of business and industry in order to assist with the development of programs that offer real-world experience for BPA students. All members of NBAC are approved by the Board of Trustees based upon recommendations from the NBAC Chair and other members serving on the National Business Advisory Council.

To learn more about our current National Business Advisory Council visit:

<https://bpa.org/about-us/our-people/national-business-advisory-council/>

### **National Officer Team**

Business Professionals of America National Officers represent the BPA student members from across the country. National officers serve a one-year term and are elected each year during the organization's National Leadership Conference.



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## Appendix VII: 2021 Merit Scholar Exam Study Guide

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The Secondary Division Executive Council is comprised of up to six (6) officers and the Post-secondary Division Executive Council is comprised of up to four (4) officers.

To learn more about our current National Officer Team visit:

<https://bpa.org/about-us/our-people/national-officers/>

### **National BPA Staff**

Working primarily remote throughout the U.S., the National Staff is comprised of a diverse group of professionals with a wide range of expertise in non-profit and association management, member services management, program development and evaluation, partnership development, financial management, communications strategies, event management, organizational strategy and more. Together, we aim to provide responsive programs and services of the highest quality to the internal and external partners of Business Professionals of America.

To learn more about National staff, including individual roles and responsibilities visit:

<https://bpa.org/about-us/our-people/our-staff/>

## BPA Programs

### **Webinar Series**

BPA offers a wide range of webinars throughout the membership year designed to educate, train and inform our members. We highly encourage you to participate in these webinars in order to learn more about our organization and enhance your overall BPA experience.

To access upcoming webinars or to view archived webinars visit:

<https://bpa.org/events/webinar-series/>

### **Torch Awards Program**

The Business Professionals of America Torch Awards Program is designed to promote professionalism and leadership in both career development and personal growth.

There are a total of seven (7) Torch categories that students can complete activities in, which are:

- Leadership
- Service
- Cooperation
- Knowledge
- Friendship
- Love, Hope and Faith
- Patriotism



## Appendix VII: 2021 Merit Scholar Exam Study Guide

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Each Torch activity is worth 5, 10, 15, or 20 points. There are four (4) levels of recognition, which are:

- **Executive Torch Award:** Given at the local chapter level, the Executive Torch Award requires 10 points in each Torch category.
- **Diplomat Torch Award:** Depending on your state, this award might be awarded at the local, regional or state level. The Diplomat Torch Award requires 30 points in each Torch category.
- **Statesman Torch Award:** Given at the state level, the Statesman Torch Award requires 50 points in each Torch category.
- **Ambassador Torch Award:** Given at the national level, the Ambassador Torch Award requires 70 points in each Torch Category.

To learn even more about our Torch Awards Program visit: <https://bpa.org/torch-awards/>

### BPA Cares Program

Participation in this program means that members are engaging in worthwhile projects that support the betterment of their community, while having the opportunity to receive recognition from the national organization. Alumni members are also eligible to earn individual BPA Cares awards.

- **Service Learning Awards**
  - Community Service Award
  - Environmental Action/Awareness Award
  - Safety Awareness Award
  - Service Learning Individual Award
  - Social Justice Award
  - Special Olympics Award
- **Special Recognition Awards**
  - BPA Marketing and Public Relations
  - BPA Merit Scholar Award
  - Chapter Activities Award of Excellence
  - Recruiter of the Year Award
  - Membership Explosion Award
  - Social Media Award
  - The Professional Cup
- **Professional Awards**
  - Advisor of the Year Award
  - Emerging Advisor of the Year Award
  - Emerging Professional of the Year Award
  - Student of the Year Award
  - Hall of Fame Award
  - Outstanding Service Award

To learn more about our BPA Cares Program, specific awards, or to download the BPA Cares Handbook visit: <https://bpa.org/students/bpa-cares/>

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## Appendix VII: 2021 Merit Scholar Exam Study Guide

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### Workplace Skills Assessment Program

The goal of this program is to provide all student members (Middle Level, Secondary, and Post-secondary) with the opportunity to demonstrate workplace skills learned through business education courses. Students prepare for and compete in contests in over 90 categories, under six (6) Assessment Areas including:

- Finance
- Business Administration
- Management Information Systems
- Digital Communication & Design
- Management, Marketing & Communication
- Health Administration

Each BPA division (Middle Level, Secondary, and Post-secondary) has its own set of events, and members only compete against other members in their respective division. A complete list of events with descriptions is available at: <https://members.bpa.org/>

The **WSAP Guidelines** are a comprehensive set of instructions, descriptions, and details to help prepare students for WSAP competitions. The Guidelines are an essential tool for participating in a WSAP event. The WSAP Guidelines can be downloaded by BPA Advisors and members using your login credentials at: <https://members.bpa.org/wsap/competitive-event-download-center/>

### Virtual Competitive Events

Virtual Competitions are available at the National level only and are open to all BPA student members. Additionally, these events are completely separate from our WSAP program and there are no regional or state competitions required to qualify. The registration deadline is November 1, 2020.

There are a total of ten (10) virtual events:

- (V01) Virtual Multimedia & Promotion Individual
- (V02) Virtual Multimedia & Promotion Team
- (V03) Software Engineering Team
- (V04) Web Application Team
- (V05) Mobile Applications
- (V06) Promotional Photography
- (V07) Cybersecurity / Digital Forensics
- (V08) Start-up Enterprise Team
- (V09) Financial Portfolio Team
- (V10) Virtual Branding Team - Pilot

To learn more about our National Virtual Events visit: <https://members.bpa.org/>





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## Appendix VII: 2021 Merit Scholar Exam Study Guide

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### Student Certification Series

We offer an enhanced certification series for all of our students to make sure they get the most out of their experience with Business Professionals of America!

To learn more visit: <https://members.bpa.org/students/student-certifications/>

### Partner Contests

Business Professionals of America is proud to partner with organizations, State Associations and businesses in an effort to enhance the competitive offerings available to members leading up to and including the National Leadership Conference.

To learn more visit: <https://members.bpa.org/partner-competitions/>

### Special Olympics

Special Olympics is the official national service organization for members participating in Business Professionals of America. To learn more visit:

<https://bpa.org/students/bpa-cares/special-olympics-award/>

## Membership Information

Business Professionals of America provides membership opportunities for a broad range of students, varied in age and skill level. To qualify for student membership, an individual member shall be a member of one of the following divisions:

- Middle Level Division
- Secondary Division
- Post-secondary Division

### Important Membership Deadlines:

- **November 1:** Membership processed by this date will ensure that chapters receive all communications from National Business Professionals of America, ensure membership deadlines for Regional and State events, and ensure early processing of membership pins.
- **February 15:** Registrations received by this date will be eligible for competition at the National Leadership Conference.

### Alumni Membership Division



## Appendix VII: 2021 Merit Scholar Exam Study Guide

Our Alumni Division is open to any former active member from the Middle Level, Secondary or Post-secondary Division. The BPA Alumni Division was established to provide a means for former students and advisors to maintain their involvement with BPA through continued service and support, as well as provide networking opportunities with other like-minded professionals.

### National Leadership Conference

#### Qualifying for NLC

In order to attend the National Leadership Conference, a participant must be a registered BPA member in good standing and be accompanied by an approved chaperone. Additionally, a member must qualify to attend NLC in at least one of the following ways:

- By finishing high enough in a State WSAP Competitive Event. Contact your State Advisor for information on regional and state conferences where WSAP contests take place.
- Be a local, regional, or state officer.
- Represent your state as a voting delegate for your division.
- Be involved in a National Officer campaign either as a candidate or otherwise actively involved.
- Earn an Ambassador Torch Award or BPA Cares Award.
- Participate in the National Leadership Academy and/or National Volunteer & Internship Program.
- Be involved in the NLC in a manner which is purposely planned by the BPA member and local advisor.

#### Future NLC Locations

Year	Location	Dates
2021	Orlando, FL	May 5-9
2022	Dallas, TX	May 4-8
2023	Anaheim, CA	April 26-30
2024	Chicago, IL	April 25-29
2025	Orlando, FL	May 7-11
2026	Nashville, TN	May 6-10

### BPA Historical Information

**1963:** The Vocational Education Act authorizes a major expansion and redirection of vocational education. The need for a student organization for students enrolled in career/technical and office/business programs was recognized.



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## Appendix VII: 2021 Merit Scholar Exam Study Guide

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**1964:** The American Vocational Association conducts a study of 43 states indicating that 67% of the state vocational education supervisors wanted a career/technical youth group for students in office/business programs.

**1965:** Another study confirms the 1964 study findings revealing the desire for a career/technical youth group for students in office/business programs. State supervisors meet to develop guidelines for a youth group.

**1966:** In July, the Vocational Office Education Clubs of America (VOECA) takes form, founded by youth group representatives to decide the most effective means to implement the office occupations youth group. After intensive effort, the Articles of Incorporation for the Office Education Association (OEA) is established. The first three states to affiliate were Iowa, Kansas, and Wisconsin.

**1971:** The Office Education Association establishes the National Center in Columbus, Ohio. The Board of Trustees also approves the Alumni Division.

**1982:** OEA purchases the National Center located at 5454 Cleveland Avenue, Columbus, Ohio.

**1983:** In July, OEA conducts a dedication ceremony for the National Center.

**1984:** The Board of Trustees commissioned Market One (an integrated direct marketing agency in Beachwood, Ohio) to complete a marketing study of the OEA. The resulting long-range marketing plan recommended reform of the national image of the OEA.

**1988:** Using the recommendations of the marketing study—the OEA became Business Professionals of America.

**1992:** Business Professionals of America pays off the National Center and the mortgage is burned at a ceremony at the National Leadership Conference in Cincinnati, Ohio.

**2002:** The Board of Trustees approves the Middle Level Program.

**2003:** BPA Corporate approves the Middle Level Program. The BPA Middle Level Division is born.

**2004:** The Middle Level Division members participate in the National Leadership Conference.

**2009:** The first rescheduling of a National Leadership Conference was in Dallas, Texas. This rescheduling was due to concerns with the H1N1 Influenza outbreak.

**2010:** The BPA pledge is changed from “We are met in a spirit of friendship and goodwill as we prepare for productive lives in business and office careers...” to “We are met in a spirit of friendship and goodwill as we prepare for careers in a world-class workforce...”.

**2012:** The first National Walk for Special Olympics is held at NLC in Chicago, IL.

**2013:** National virtual competitions are introduced online.

**2015:** The first National BPA Day of Service is held at NLC in Anaheim, CA.

**2016:** BPA celebrates its 50th Anniversary in Boston, MA and breaks the Guinness World Record for the largest gathering of people wearing tie-dye.

**2019:** Attendance surpasses 6,000 individuals for the first time at NLC in Anaheim, CA.

**2020:** The addition of Health Administration assessment area. BPA begins offering International Independent Chapters in China and Peru.



**BUSINESS  
PROFESSIONALS**  
of AMERICA

**Giving Purpose  
to Potential**

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## Appendix VII: 2021 Merit Scholar Exam Study Guide

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To download a Microsoft Word or PDF version visit: [members.bpa.org](https://members.bpa.org)

**Letter**

First Page Top Margin: 2"  
Second and Subsequent Page Top Margin: 1"  
Side Margins: 1"  
Use open punctuation

November 16, 20\_\_ *(use current date unless otherwise specified)*

**(QS)**

Mr. Larry Brown, President  
Brown Office Supplies  
1101 Horte Road  
Chicago, IL 60601-1234

**(DS)**

Dear Mr. Brown

**(DS)**

ACCOUNT BALANCE *(if no subject line, then only DS after salutation)*

**(DS)**

Your current balance on the enclosed invoice is long overdue. We are planning to turn your records over to a collection agency soon.

It is important that you contact our accounting department immediately to arrange an easy payment plan that will be satisfactory to both parties.

Please contact Roger Owens, your account representative, at 601-555-0014.

**(DS)**

Sincerely

**(QS)**

Nancy Wells  
Chief Executive Officer

**(DS)**

xx

**(DS)**

Enclosure(s)

**(DS)**

c Roger Owens  
Harvey Rosen

**LETTER—Second and Subsequent Page Header**  
At left margin: Name of Addressee or Company  
*(key the word Page followed by the page number)* Page 2  
Date  
Spacing of Header Information: SS

## 100 WORD STATEMENT EXAMPLES

“‘Life is not tried, it is merely survived if you’re standing outside the fire.’ These words ring true for everything in BPA. Being involved in an amazing organization has brought me many opportunities personally and professionally. It has also brought a variety of leadership opportunities. I want to step into the fire of success with BPA and spread the flame of BPA as a State Officer. I want to motivate others to heat up their life with involvement in an organization that has meant so much to me and that I know will help create a bright future for everyone!”

“Becoming a state officer for Business Professionals of America would be a challenge, privilege, and an opportunity to connect with all Ohio members. I believe acquiring this position would further enhance my skills in leadership, responsibility, and teamwork, which will guide me to excel in my future. Through encouragement, I hope to motivate members to participate in all aspects of BPA including competitions, Torch Awards, and the BPA Cares Program. Inspiring members to excel in their future goals is something I wish to achieve. With proper effectiveness in this position, I hope to set an example for future members.”

“Being in Business Professionals of America opens new doors to our state’s young generations. While being in the program, I would like our young generations to explore the business world as much as possible. I want to be a state officer because I want to make a difference in Business Professionals of America’s future. I possess qualities such as dependability, leadership, and creativeness that can help our organization thrive. Whether it be competitions, community service, or any other task BPA proposes, I would love to take on the task and grow our BPA community by being in the state office.”

“Through Business Professionals of America, I have continued to set new goals to enhance my success within the organization by setting my goals higher than I would have ever imagined. My business program and BPA have taught me so much I want to become more involved with members at the state level. I believe I would enhance the officer team with my well-rounded skills and achievements in academics and the organization. I am prepared to dedicate my time to creating a higher awareness of the organization to grow membership while promoting our state’s achievements in competitions and community service.”

“I would like to become a BPA State Officer so that I could have the opportunity to help spread the inspiration and experience I have gained through Business Professionals of America to my peers and other members. I have been very involved in my local chapter including holding leadership roles, participating at the state and national levels, and attending the previous two Fall Leadership Conferences. I could take the experience I have gained through these opportunities and use them to help keep moving BPA forward.”

“Business Professionals of America has given me the opportunity to dream bigger about my future. My biggest goal is to help BPA do the same for each and every one of you. I believe the best way to achieve this goal is to run for state officer. I have been blessed to hold a leadership position in BPA since my freshman year, being a class representative. My other leadership opportunities include being a leader on and off the field for my school’s Varsity Soccer team and Varsity Baseball team, and as a member of National Honors Society. Let’s Dream bigger together.”