



NEW MEXICO  
**BUSINESS**  
**PROFESSIONALS**  
*of* AMERICA

# Student Policies and Procedures

Updated September 2024

# Table of Contents

Dues .....	4
Advisors .....	5
Operational Procedures .....	6
Classroom Educators Advisory Council (CEAC).....	7
Membership Procedures.....	8
Member Conduct Guidelines .....	9
State Executive Officer .....	11
State Executive Officer Travel.....	13
State Executive Officer Service Commitment Policy.....	14
Regional Structure/Conferences .....	15
State Leadership Conference .....	17
State Conference Lodging Policy .....	19
National Leadership Conference.....	20
Finance Policy.....	21
Grievance Policy.....	22
NMAA Appeals Procedure .....	23
Crisis Management, Event Postponement/Cancellation Policy.....	24
Non-Discrimination Policy .....	26
Sexual Harassment Policy.....	27
Expense Reimbursement Policy .....	29
Whistle Blower Protection Policy.....	30

- Adult Delegate Code of Conduct
- State Executive Officer Candidate Handbook
- National Candidate Handbook
- State Conference Lodging Rationale
- Grievance Form
- Travel Authorization Form

## DUES

- I. Local Dues - The assessment and amount of local chapter dues shall be determined by the local chapter.
- II. State Dues- NM BPA is a unified dues state. Students must belong to both the state and national organizations.
- III. Initial dues/roster must arrive in the national office by November 1.
- IV. Final membership rosters/dues must be received in the national and state offices by February 15.
- V. State dues shall be \$13.00 per member for Secondary and \$10.00 for Middle Level. State Alumni dues shall be \$5.00.
- VI. National dues are established by the national association.
- VII. Students must pay dues prior to participating in regional and state competitions.
- VIII. Appeal Procedure (State Participation Only). If an active member has paid dues prior to the established deadline(s), but through no fault of his/her own the dues were not received in the national office, the following procedure will be followed to establish proof of payment:
  - A. Provide an official school purchase order showing state and national dues paid and receipt or email confirmation from the National Office. Include a statement from persons related to the case explaining the situation in relation to the late receipt of dues. All documentation must be submitted to the State Advisor or designee before the student may participate in the competition.

## ADVISORS

- I. Local Advisors - The teacher or teacher/coordinator of each Career and Technical Education class will serve as an advisor of his/her Business Professional of America chapter. However, an alternate advisor may be appointed as deemed necessary by the school administration. The alternate advisor will be provided the necessary training by the State Advisor or designee.
- II. Regional Advisors- Regional advisors shall be determined based on a schedule determined by the region and will be published on the state website. The term of Regional Advisor shall begin and end with the school year.
- III. State Executive Council Coordinator - The state executive council coordinator will be appointed by the Board of Directors. The coordinator will provide direction to the state executive council throughout the year and at the state and national conferences and will provide other assistance as requested by the Board of Directors or designees. The state executive council coordinator will receive a stipend as deemed by the Board of Directors.
- IV. All adult delegates planning on attending any BPA New Mexico activity will review and complete an Adult Delegate Code of Conduct and send a copy to the state office prior to any BPA-sponsored events for that school year. A copy of the Adult Delegate Code of Conduct can be found on the website or in the Appendix.

## **OPERATIONAL PROCEDURES**

- I. Local - Operational procedures for local chapters are determined by the approved chapter constitution.
- II. Regional - Regional operational procedures are determined by regional advisors.
- III. State - The operational procedures for the state association are determined by the approved BPA State Constitution and/or Bylaws.

## **CEAC REPRESENTATIVE**

- I. The Classroom Educators' Advisory Committee representative shall be appointed by the Board of Directors or designees. When appropriate NM BPA will have a Secondary and/or Middle Level Representative serve on this committee.
- II. The term of this appointment shall be as prescribed by the national office, board of directors, or the State Advisor.
- III. Expenses to the summer CEAC meeting will be paid. Expenses may include transportation, parking, meals, and hotel. All expenses will be reimbursed as per the policies of the Fiscal Agent. The national office may assume part of the expenses.

See CEAC Purposes and Responsibilities in the Appendix.

## MEMBERSHIP PROCEDURES

- I. The initial roster will be completed on-line by November 1.
- II. Additional membership will be completed on-line prior to the Regional Conference in which the student would like to compete.
- III. Final membership must be submitted by the published date set by the national office
- IV. Advisors certify that all students are paid members of both the state and national levels of Business Professionals by submitting their names on conference registration forms. Students deemed to not be members of state and national Business Professionals may be ineligible to advance to the next level of competition - depending on documentation supporting membership. National Business Professionals will make all decisions on eligibility to participate at the national level - assuming a student has competed at the regional and state levels and is then discovered to not be a member.
- V. Advisors have the option of having more than one chapter in their school. There must be a minimum of 40 students in a chapter before you are allowed to split into two chapters. A written request must be submitted to the state office and approved by the State Advisor.

**NOTE:** It is the **responsibility** of the chapter advisor to ensure that all students are members and that the dues are paid prior to the Regional Conference. **DO NOT** rely on a bookkeeper or business office to mail the checks. Although purchase orders are acceptable-students **are not members** until the check is received in the National Office!!



## MEMBER CONDUCT

Business Professionals of America is an integral part of the instructional program and emphasizes respect for the dignity of work and high standards in workmanship, scholarship and ethics. Professionalism is to be promoted at all times. Individuals are expected to follow the Code of Ethics, as well as respective local school behavior policies. The Code of Ethics states:

*Each individual assumes a number of obligations, one of which defines professional conduct. This Code of Ethics is an extension of the classroom situation. A professional code of ethics is required as would be proper for the classroom. This means that during Business Professionals of America membership, individuals are responsible for maintaining a high professional standard of conduct.*

- I. Delegate Code of Ethics
  - A. The term “delegate” shall mean any member of Business Professionals of America attending a conference.
  - B. Delegates shall abide by the bylaws and/or constitution of our respective organization, all policies and directives issued by the organization and by the local school district policies during their membership.
  - C. All BPA delegates must meet the interscholastic requirements of the New Mexico Activities Association (NMAA).
  - D. Delegates shall keep their adult advisors and/or sponsors informed of their activities.
  - E. Delegates will use appropriate language in all speeches and informal conversations including but not limited to electronic communication.
  - F. Delegates will avoid participating in and actively discourage any conversations that belittle or degrade fellow CTSO members, officers, and adults.
  - G. Delegates will avoid participating in and actively discourage any illegal activity. i.e. drugs, alcohol or tobacco, sexual harassment etc...
  - H. During BPA members’ term of membership they will avoid public displays of affection with any person at school or any school activity or BPA function.
  - I. Delegates will maintain proper dress and good grooming on all occasions.
  - J. Delegates will immediately separate 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 the delegate is not present but has direct knowledge of.
- II. Delegates will abide by all penalties for violations of this Code of Ethics imposed at the discretion of their advisor, school official, and Board of Directors for NM BPA.
- III. The member, parent or guardian, school administrator, and chapter advisor will sign the delegate Code of Ethics form before the student member can participate in a local chapter and/or attend conferences designated by the NM BPA Board of Directors. The forms will be retained by the chapter advisor and will be in their possession at all conferences.

- IV. Problems with member conduct will be handled first, by the chapter advisor—then if necessary by the Board of Directors or designees. If the improper conduct is committed at the local school, the designee can be a school official and local advisor.

## STATE EXECUTIVE OFFICER

### I. Qualifications

- A. In addition to the qualifications in the constitution, officer candidates must meet the following criteria:
  1. Submit a state executive officer packet by the deadline designated in the State Executive Council Handbook.
  2. Written approval of local chapter advisor and principal
  3. Must be a current, dues-paid, active member in good standing at the state and national level. Candidate must have been an active member of BPA for one year before running.
  4. Candidate must be currently serving (or have served) as an elected officer of BPA at one of the following levels: (1) Chapter or (2) State.
  5. Candidate must be currently enrolled, or previously enrolled, in a business, career technical, and/or career-related program as approved by the state.
  6. The candidate must have a 3.0 BPA based on a 4.0 scale.
  7. The candidate is limited to serving two consecutive terms.

### II. Duties

- A. State Executive Officers shall perform duties provided in the State Executive Council Handbook and such other duties as prescribed for the office in these bylaws, by the State Executive Council, or in the adopted parliamentary authority.
- B. State Executive Officers will be responsible for duties normally associated with their specific offices. They will be responsible for carrying out assignments given by the State Executive Council Coordinator, Board of Directors, or designees.

### IV. Officer Candidate Campaigns

- A. Campaign Material - Candidates may distribute campaign material as stated in the State Executive Council Handbook. Speeches - All candidates will have the opportunity to give campaign speeches during the officer candidate assembly. The time limitation for speeches (including nomination speeches) will be two minutes.

### V. Election Procedures

- A. 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.
- B. Ballots will be distributed to voting delegates. The ballots will then be collected and counted by the Board of Directors. 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.

VI. Officer Grade Checks

- A. Every grading period a copy of the official report card shall be signed by the chapter advisor and will be faxed or e-mailed to the State Executive Council Coordinator.

VII. Removal From Office

- A. Any State Executive officer who fails to adequately perform the duties of the office will be removed from office.
- B. Any State Executive 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 Directors.
- C. Any State Executive 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.
- D. A State Executive 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.
- E. Removal from office carries the obligation of repayment of chapter, district, and state funds used to maintain the executive council member in office.
- F. The executive board members shall be convened to assess each case which may result in removal from office.
- G. Any State Executive officer that resigns or is removed from office, and wishes to run again will need to submit an appeal to the NM Board of Directors prior to the application deadline.

## STATE EXECUTIVE OFFICER TRAVEL

- I. State Executive officers shall travel with their chapters to conferences/activities in which their chapter is participating. Local schools and/or parents are responsible for transportation to meetings/activities in which the local chapter does not participate. In all cases, local schools/advisors/parent share responsibility for the transportation and supervision of their State Executive officers.
- II. State Executive officers will not travel to or participate in conferences/activities other than scheduled by NM Business Professionals of America unless written permission is obtained from the Board of Directors or designee.
- III. State Executive officers who are participating in activities other than those scheduled by NM Business Professionals of America for which approval has been obtained from the Board of Directors or designee, shall travel by means approved by their local school/advisor **but under no circumstances will drive their vehicle or vehicles of others without written parental and advisor permission.** Approved transportation shall be public transportation (bus) or vehicle driven by teacher/advisor; vehicle driven by adult sponsor (approved by school); or vehicle driven by parent/guardian of officer. **UNDER NO CIRCUMSTANCES --will another state executive officer or any other student ride in this vehicle at any time during the conference/meeting.**
- IV. State Executive officers are required to complete the State Executive Officer Travel Authorization Form which will cover all conferences/activities in which they participate and are not traveling in a school vehicle.
- V. A State Executive Officer Travel Authorization Form can be found in the appendix.
- VI. State Executive officers living in the host city of a conference may drive their own vehicles if they normally drive in that city with their parent's approval on a regular basis. Officer's parents are completely responsible for this decision and for any liability incurred. **UNDER NO CIRCUMSTANCES --will another state executive officer ride in this vehicle at any time during the conference/meeting.**

## **STATE EXECUTIVE OFFICER SERVICE COMMITMENT POLICY**

Serving as a New Mexico BPA State Executive officer is both an honor and a large commitment. This commitment should take priority over any other co-curricular or extra-curricular activities.

A New Mexico BPA State Executive officer may not serve as a State Executive officer for another Career & Technical Student Organization during their commitment to New Mexico BPA. The term of service to New Mexico BPA is from the closing session at the State Business Leadership Conference until the closing session at the following State Business Leadership Conference.

## REGIONAL STRUCTURE/CONFERENCES

- I. The state shall be divided into regions as determined by the Board of Directors or designees.
- II. Each Regional Advisor will be determined by the advisors in each respective region. The duties of Regional Advisors are outlined in the Regional Advisor contract (see appendix).
- III. Each region will hold a competitive events conference on a date(s) set by the Board of Directors and submitted to the NM BPA State Advisor or designee. All advisors in the region will assist the Regional Advisor as requested in preparing for and conducting, the conference. For more information about competition guidelines, including how many members may compete in an event, see WSAP or the state BPA website.
- IV. All questions regarding grading or judging **MUST** be resolved before leaving a Regional Conference. There is absolutely **NO APPEAL PROCESS** after a Regional Conference is closed!!
- V. Chapter advisors are responsible for "**thoroughly and carefully**" reading all competitive event guidelines and are responsible for making sure they have students entered in appropriate events (**check eligibility guidelines in WSAP**) and that they follow, exactly, timelines and other requirements for events completed at their schools.
- VI. All judged events will be conducted at regional conferences. All WSAP guidelines will apply. Regional Advisors will determine deadlines for pre-submit materials and documentation.
- VII. Any non-judged events may be conducted during the Regional Conference or administered at the local school before the Regional Conference date. This will be determined by the Regional Advisor.
- VIII. The number of students per chapter that can participate in the Regional Conference in each event is as follows:
  - A. Secondary – Five (5) in each competitive event. Three (3) in each individually judged event and Three (3) for each team event.
  - B. Middle Level - Eight (8) in each competitive event. Six (6) in each individually judged event and Three (3) for each team event.
  - C. Secondary student members may participate in a total of two events, only one of which may be a team event (this number includes pilot events). Additionally, a student may compete in an unlimited number of Open or Virtual Events within the time constraints of the conference program.

- IX. Open events will be conducted in the same manner as other events. Regions will recognize students in these events as they do other events. Participation at the state and national level in open events is at the discretion of the local advisor.



## STATE LEADERSHIP CONFERENCE

- I. The state conference will be held each year as scheduled by the Board of Directors and submitted to the New Mexico Activities Association calendar.
- II. The Board of Directors or Designees will contract with a State Judge Coordinator and Competitive Events Coordinator to facilitate competitive events. See job descriptions in the Appendix.
- III. Each chapter will have a ratio of adults/students that will ensure that students are properly supervised (recommendation is one adult for every ten students). Chapter advisors are responsible for orienting students and sponsors about the conduct expected at all times.
- IV. Chapter advisors will be assigned to work on competitive events. Every effort will be made to place advisors in areas of their preference. If you are unable to make it to your assigned event, you **MUST** secure your own replacement and notify the State Advisor or designee 48 hours in advance. If you do not secure a replacement and notify the State Advisor or designee, you will be charged a \$25 scholarship fund penalty. If you do not pay this penalty your school will be billed and your chapter will not be eligible for the national convention.
- V. Contest material may be picked up by the local advisor during the advisor meeting at the close of the state conference. Any materials not picked up at that time will be trashed. The state office is not responsible for mailing any materials back to the schools.
- VI. The number of students/teams advancing to the State Conference from each Region are as follows:
  - A. Secondary - Five (5) in each competitive event. Three (3) in each individually judged event, and three (3) for each team event.
  - B. Middle Level will advance the following: Eight for competitive events, six in each individually judged event, and three for each team event.
  - C. Student members may participate in a total of two events, only one of which may be a team event (this number includes pilot events). Additionally, a student may compete in an unlimited number of Open or Virtual Events within the time constraints of the conference program
- VII. Minimum Competency
  - A. Definition – Minimum competency shall be defined as the score that must be attained in order to be recognized for achievement in competitive events at the Business Professionals of America, NM State Leadership Conference and to qualify for competition at the National Leadership Conference.
  - B. Formula – The top two scores of each event will be added together and the sum divided by two to determine the average score. The average score will be

multiplied by 70% to determine the minimum score possible. To be eligible for NLC, scores must be 50% of the total points possible for that event.

- C. Exception – If an event has only one or two contestants, the minimum score shall be 50% of the total points possible for that event.
- D. Example: “Ten people competed in Keyboarding Production. There are a total of 400 points possible in this event. The 1<sup>st</sup> place winner achieved 300 points and the 2<sup>nd</sup> place winner achieved 265 points. The top two scores add up to 565 points. Dividing that number by two we achieve an average of 283 points. This score will then be multiplied by 70% to determine a minimum score allowed for this event. This score, when multiplied, is 198 points. To be eligible for NLC, the scores must be 50% of the total points which would be 200 points. To continue; 3<sup>rd</sup> place has 250 points, 4<sup>th</sup> place has 198 points, and 5<sup>th</sup> place has 175 points. In this example, instead of giving out the top 5 places, only the top 4 would be given out at State because 5<sup>th</sup> place did not have a minimum score of 198. Also, only the top three places would be qualified for Nationals because the 4<sup>th</sup> place winner did not achieve at least 50% of the total points in this contest.”

VIII. Chapter advisors are responsible for "**thoroughly and carefully**" reading all competitive event guidelines and are responsible for making sure that they have students entered in appropriate events (**check eligibility guidelines in WSAP**) and that they follow to the letter timelines and other requirements for events completed at their schools.

IX. State Voting Delegates

- A. Each local chapter in good standing is entitled to send two voting delegates, who shall be chosen from the active members to the State Leadership Conference.
- B. The quorum for the transaction of business shall be a majority of the registered voting delegates present and voting at the meeting.

## **STATE CONFERENCE LODGING POLICY**

All attendees who wish to participate in the State Business Leadership Conference for NM BPA are expected to stay at the approved conference hotel for at least two nights during the State Leadership Conference.

Chapters may choose to opt out of this policy by paying an additional \$100 in chapter fees that contribute to the added costs associated with meeting space, as well as securing the financial liability of NM BPA to fulfill contracted hotel blocks.

State conference lodging rationale can be found in the Appendix.

## NATIONAL LEADERSHIP CONFERENCE

- I. Numbers eligible to attend the National Conference are determined by the National Office and located in the WSAP for each event. Eligible attendees must be verified by the state advisor
- II. Local school administrations are responsible for establishing their own regulations for attending National Conferences.
- III. The number of National Officer Candidates eligible from NM is set by the National Association. If more than the allowable number desire to run for National Office, the voting delegates at the State Conference will cast votes to decide those to run from NM.
- IV. Any student who would like to run for a national officer position must send a letter of intent to the BPA Board of Directors 30 days prior to the state conference. All candidates will be required to complete a state executive officer packet and will be interviewed by a committee at a pre-determined time during the state conference. All candidates must have board approval in order to be eligible to run for a national office.
- V. National Voting Delegates
  - A. The head voting delegate shall be appointed by the state executive officer coordinator.
  - B. Eligible national voting delegates will be current state executive officers, newly elected state executive officers, a local chapter member, or a state event winner attending the National Leadership Conference.

## FINANCE POLICY

- I. The conference registration fee will be set by the Board of Directors. A budget will be presented to the Board of Directors for approval. Schools that do not stay at the designated hotel where the conference is being held (if rooms are available) are required to pay \$100.00 per chapter fee.
- II. Cancellations made in writing by close of registration 100% refund. Cancellations after this time (through completion of conference registration) will be non-refundable.
- III. Chapter Advisors with a balance that is unpaid (Fall Leadership, Regional or State) at 120 days after an invoice has been sent will be ineligible to participate in future NM BPA activities until payment in full has been received or a payment plan has been agreed upon by the Chapter, the Board of Directors, and the State Office.
- IV. The following expenses shall be covered for the State executive council during their term if the budget allows:
  - A. Blazer or uniform
  - B. Name Badge
  - C. Officer Training Meetings
  - D. The chapter advisor is responsible for appropriate transportation for their officer. (Refer to Section 16)
  - E. State Conference Registration and hotel room for officers at the state conference. If an officer shares with their chapter, then NM BPA will only pay  $\frac{1}{4}$  of the room cost per night.
  - F. Officers will receive \$100.00 towards their cost to attend the National Conference. This will be paid to their local chapter after they have fulfilled their duties as outlined by the State Executive Officer Coordinator during the national conference.
- V. State executive officers are responsible for expenses for meetings attended outside their official term of office.
- VI. The Board of Directors will oversee the NM BPA, Inc., scholarship checking account, and/or any other accounts obtained in the name of NM BPA. Those accounts that are under the management of a fiscal agent will be reviewed by the board. All monies generated by fundraising, sponsorships, registration, and membership fees belong to NM BPA. Finances will be maintained in accordance with generally accepted accounting principles through NM BPA's fiscal agent. NM BPA finances will be audited yearly by an external auditor or through their fiscal agent. In the event that NM BPA no longer has a fiscal agent the responsibility of the maintenance and the auditing of NM BPA financial records falls to the organization's Board of Directors.

## GRIEVANCE POLICY

- I. The New Mexico BPA Board of Directors will officially recognize only those grievances that are filed by the advisor or person in charge of a chapter with the State Advisor.
- II. Grievances will be handled as follows:
  - The local BPA Advisor will complete and file the Grievance and Review form describing the situation in question **AND** the violation of the BPA event.
  - The advisor or the person in charge of the chapter must sign the Grievance and Review Form.
  - If the advisor cannot be located, the review can be filed; however, no action will be taken until the form has been signed.
  - A committee made of a minimum of three members of the New Mexico BPA Board of Directors will rule on the validity of the complaint, decide on its disposition, and immediately communicate any results to all stakeholders. All decisions of the review committee are final.
  - Any grievance brought in an unprofessional manner will not be considered.
- III. Reviews against any contest must be filed by the end of the day (5 p.m.) with the State Advisor.
- IV. Forms may be turned in at conference headquarters.
- V. New Mexico Activities Association Appeal Procedure
  - If aggrieved by the determination of NM BPA, the student and/or school shall have a right to appeal that decision to the Review Board of the New Mexico Activities Association (NMAA). If appealed, such appeals shall be heard de novo. Such appeal shall be initiated by a letter from the school. Such a letter shall request the decision to be reviewed by the NMAA Review Board, and sent to the NMAA Executive Director and the NM BPA State Advisor, within five (5) business days after notification is received of the determination of the original grievance. If such a letter of request is postmarked within five (5) days after receipt of notification, it shall be timely. Failure to appeal within the time specified is a waiver of any right to appeal.
  - New evidence will not be allowed unless not in existence at the time of the decision by the Board of Directors or which, although in existence at the time, was not discovered, although diligence was exercised.
- VI. A grievance form can be found in the Appendix or on the website.

## **NMAA APPEALS PROCEDURE**

- I. Any decision of NM BPA by which a student and/or school is aggrieved shall be appealed to the Review Board of the NM Activities Association, if appealed, and such appeals shall be heard de novo.
  
- II. If aggrieved by the determination of the NM BPA, the student and/or school shall have a right to appeal that decision to the Review Board of the NM Activities Association. Such appeals shall be initiated by a sample letter from the school. Such a letter, requesting the decision be reviewed by the Review Board, shall be sent to the NM Activities Association Executive Director within five days after notification is received from member organization indicating determination if that organization. If such letter or request is postmarked within five days after receipt of notification, it shall be timely. Failure to appeal within the time specified is a waiver of any right to appeal.
  
- III. New evidence will not be allowed unless not in existence at the time of the decision by the member organization or which, although in existence at the time, was not discovered, although due diligence was exercised.

## CRISIS MANAGEMENT, EVENT POSTPONEMENT/CANCELLATION POLICY

The following policies will apply when any NM BPA event needs to be postponed or canceled due to weather, transportation, or unforeseen circumstances:

### REGIONAL CONFERENCE

- I. If it is probable that a majority of schools in a Region will be unable to get to the conference site because of inclement weather, the Regional Advisor will cancel the conference and reschedule as quickly as possible.
  - A. In the event a school is late to a Regional Conference because of inclement weather or transportation problems, the Regional Advisor must be notified as soon as possible and will make a determination as to whether or not the school could still arrive at the conference in time for their students to compete (possibly judges could not be held over).
  - B. In the event a school is unable to attend a Regional Conference because of inclement weather or transportation problems--the following procedure will be followed:
  - C. The local chapter Advisor will immediately notify the Regional Advisor of the fact that their school will not be attending the conference.
  - D. The principal of the school affected will write a letter to the Board of Directors or designee verifying that the school did not allow the students to travel due to inclement weather or transportation problems. The chapter affected may then take one student/team to the state conference in events they were entered into at the regional level. If more than one team is entered in an event, the chapter must conduct a mock competition and the top team will represent the school in that event.

### STATE CONFERENCE

- I. In the event of inclement weather, transportation issues, public health emergency, or a state or national crisis, prior to or during the BPA State Leadership Conference.
  - A. All activities and competitive events scheduled during the BPA State Leadership Conference will be altered if possible to accommodate schools.
  - B. Through consultation with the Board of Directors, the State Advisor or designee will make the decisions regarding weather problems and if a postponement of the conference is needed.
- II. In the event that the state leadership conference is postponed or canceled for any reason including those stated above and not limited to the reasons stated above.
  - A. Schools will be notified immediately of the change and any other contingency plans regarding the conference.



- B. All schools will be required to pay for the original submitted conference invoice or any revised invoice. Once all contractual commitments and invoices have been paid, the NM BPA Board will authorize the reimbursement of any remaining funds that were already issued by the school.
- C. Failure to pay the original invoice or any revised invoice approved by the board, even though the conference was canceled will result in the chapter not being able to register students for any meetings or events until said invoice is paid in full.
- D. Chapters will be refunded for a cancelled conference as determined by the NM BPA Board of Directors for paid invoices to the extent possible after all unavoidable conference expenses have been paid.

## **NON-DISCRIMINATION POLICY**

The IRS strongly encourages non-profit organizations to have a non-discrimination policy.

- I. It is the policy of New Mexico BPA to select, develop, and promote board members, Advisors, vendors, partners, and student leaders based on individual ability, experience, and community relationships. New Mexico BPA does not and will not tolerate any discrimination based on race, religion, color, national origin, veteran status, creed, gender, age, marital/family status, physical ability/disability, sexual orientation, or genetic coding.
- II. Additionally, New Mexico assures equal opportunity in all opportunities afforded to board members, Advisors, and student participants.
- III. Any person who believes that he or she has experienced discrimination in the above areas should report the facts to the Executive Director or the Board of Directors Chair. If a person is not satisfied, he or she may then report it to the State of New Mexico Equal Rights Commission or Office of Civil Rights, who will investigate the complaint.
- IV. This policy also prohibits reprisals or retaliation against any person because he or she has filed a complaint.

## SEXUAL HARASSMENT POLICY

The IRS strongly encourages non-profit organizations to have a Sexual Harassment policy.

### The proposed policy is as follows:

- I. Objective:
  - A. To clearly state New Mexico BPA, Inc.'s (New Mexico BPA) policy with regard to sexual harassment whether such action results from the conduct of employees, volunteers, board members, members, or certain others associated with New Mexico BPA.
  - B. To provide for disciplinary action in the event the policy is not followed.
- II. Content:
  - A. It is the policy of New Mexico BPA that all employees, volunteers, board members, or members be able to work in a setting free from all forms of unlawful discrimination, including harassment, on the basis of race, color, religion, gender (sex), national origin, age or disability. New Mexico BPA will not tolerate work-related harassment of employees whether it occurs on or off the job.
  - B. "Sexual harassment" means unwelcome or unsolicited sexual behavior, including sexual advances, requests for sexual favors, dirty jokes, and other verbal or physical conduct of a sexual nature when:
    1. Submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's continued involvement with New Mexico BPA,
    2. Submission to or rejection of such conduct by an individual is used as the basis for involvement affecting such individual, or
    3. Such conduct has the purpose or effect of unreasonably interfering with an individual's participation or creating an intimidating, hostile, or offensive environment for the employees, volunteers, board members, or members, including, but not limited to jokes, calendars, posters, cartoons, magazines; derogatory or physically descriptive comments about or toward another employee; sexually suggestive comments; inappropriate use of New Mexico BPA communications facilities; unwelcome touching or physical contact; punishment or favoritism on the basis of an employee's sex; sexist slurs; negative stereotyping; and public displays of affection.
  - C. Activities described above are prohibited on the part of all employees, volunteers, board members, or members, whether or not in a position of power or authority. It is not necessary that there be a supervisory relationship between the involved persons for the activity to be a violation of this policy.

- D. Any employee, volunteer, board member, or member who feels they have been subjected to any prohibited activity described above should report the incident immediately to their supervisor or the Board of Directors Chair. An employee, volunteer, board member, or member may report harassment without first contacting their supervisor. All resulting investigations will be initiated promptly and will be handled as confidentially as possible consistent with New Mexico BPA's need to conduct an adequate investigation and take appropriate corrective action to rectify any harassment in violation of this policy that is found to have occurred.
  - E. Retaliation against an employee, volunteer, board member, or member who makes a good faith report of harassment or who participates in good faith in an investigation is prohibited.
  - F. The Board of Directors Chair or designee, will meet with employees, volunteers, board members, or members initially upon involvement and thereafter no less than annually, to explain the provisions of this policy **and** to restate New Mexico BPA's prohibition of harassment and retaliation, and to describe the possible disciplinary consequences of violating this policy.
  - G. Any employee, volunteer, board member, or member violating this policy will be subject to disciplinary action up to and including termination of involvement.
  - H. This policy is not intended to supersede school district policies.
- III. Responsibility: Supervisory personnel and the Board of Directors Chair shall be responsible for the enforcement of this policy.

## **EXPENSE REIMBURSEMENT POLICY**

Clear guidance for volunteers, state executive officers, regional Advisors, the Board of Directors, and other individuals whom New Mexico BPA will cover expenses for is necessary for consistency and transparency.

- I. General Guidelines:
  - A. All expenses for New Mexico BPA travel that are to be funded or reimbursed require advance approval by the State Advisor.
  - B. Original, itemized receipts are required for reimbursement of any expense. The claimant should keep a copy of all receipts.
  - C. Any cost for upgrades of airline tickets, rental cars, or hotel rooms is not eligible for reimbursement. Travel shall be in economy/coach class, standard hotel rooms, and economy or mid-size rental cars unless prior approval is received from the State Advisor.
  - D. New Mexico BPA is a non-profit organization and every effort should be made to minimize any travel costs that are to be reimbursed by the organization.
- II. Travel Expenses:
  - A. Mileage shall be reimbursed at a rate set by the Fiscal agent.
  - B. All travel must be approved by the State Advisor. Efforts will be made to use the most economical means of transportation.
  - C. Plane tickets and other public transportation should be booked by the State Office and should not require reimbursement as the association should pay these costs directly when possible.
  - D. Additional fees for early check-in or late check-out are not reimbursable.
- III. Meal Expenses:
  - A. Meal expenses may not exceed the GSA limits for the area in which meetings are held. This shall be calculated using the meals & incidental costs breakdown available from the GSA. Limits must include taxes and gratuities. Itemized receipts are required for all meal reimbursements. Per diem rates are set by the Fiscal Agent.
  - B. Alcohol is not a reimbursable expense.
  - C. Room service meals are not eligible for reimbursement without prior approval from the State Advisor.
- IV. Incidentals and Gratuities:
  - A. Internet Access is not a reimbursable expense unless prior approval is received from the State Advisor and it is needed for New Mexico BPA business.
  - B. In room movies or entertainment are not eligible for reimbursement.

## WHISTLE BLOWER PROTECTION POLICY

- I. Objective: To encourage and provide an avenue for employees, volunteers, board members, and members of New Mexico BPA, Inc. (New Mexico BPA) to make internal reports of suspected wrongdoing by New Mexico BPA employees, management, board members, and/or members; to explain the procedure for the handling of such reports; and to provide for protection against disciplinary or retaliatory action for such good faith reporting.
  
- II. Content:
  - A. New Mexico BPA encourages good faith reporting by employees of suspected wrongdoing by its employees, volunteers, board members, and members. It is the policy of New Mexico BPA that no retaliation shall occur against employees, volunteers, board members, and members when good faith reports of suspected wrongdoing are made.
  - B. Suspected wrongdoing may include any form of suspected illegal activity, accounting or auditing matters, violation of New Mexico BPA ethics policies, violation of other New Mexico BPA policies, or other wrongdoing against New Mexico BPA or its employees, volunteers, board members, and members. Examples of such conduct include, but are not limited to:
    1. Forgery or alteration of documents,
    2. Unauthorized alteration or manipulation of computer files,
    3. Fraudulent financial reporting,
    4. Misappropriation or misuse of New Mexico BPA resources such as funds, supplies, or other assets,
    5. Authorizing or receiving compensation for goods not received or services not performed, and
    6. Authorizing or receiving compensation for hours not worked.
    7. Employment-related concerns should continue to be reported through normal channels, such as to your immediate supervisor.
  - C. Reporting procedure:
    1. Employees, volunteers, board members, and members shall report suspected wrongdoing to their supervisor; provided that, if the immediate supervisor is involved in the activity, the suspected wrongdoing shall be reported to the next level of authority, including the Chair of the Board of Directors.
    2. Reports will be used as the starting point for investigations. For that reason, reports should contain as much information as the reporting employees, volunteers, board members, and members have available so that New Mexico BPA may investigate the allegations as thoroughly as possible. (Although the reporting employees, volunteers, board members, and members are not expected to prove the truth of reported concerns, reports must be made in good faith and without significant omissions.)
  - D. Investigation:
    1. All good faith reports of suspected wrongdoing will be investigated with due diligence.

2. All New Mexico BPA employees, volunteers, board members, and members have a duty to cooperate with such investigation.
3. The Board of Directors Chair may designate one or more employees, volunteers, board members, or members to complete the investigation. If the Board of Directors Chair is involved in the alleged wrongdoing, then the Board of Directors Vice-Chair will select a committee from the board to complete the investigation.
4. The nature of the reported concern will affect the form of the investigation. Typically, the investigator shall interview the reporting employees, volunteers, board members, and members and any witnesses identified by the employees, volunteers, board members, and members, and shall review all documentary evidence identified by the reporting party or discovered through the investigation.
5. Further, the investigator typically shall also interview the alleged wrongdoer, unless the allegations are of such a nature that a report should be made immediately to law enforcement authorities.
6. An investigation may be concluded whenever appropriate. For example, if initial inquiries, interviews, and/or document review does not indicate that there is a reason to continue the investigation, it may be ended.
7. During the investigation, New Mexico BPA shall strive to the extent legally and reasonably possible to keep the identity of the reporting employee confidential.
8. Unless involved in the alleged wrongdoing, the Board of Directors Chair and the board shall be kept regularly informed of the investigation and any resolutions or conclusions therefrom.
9. The Board of Directors Chair, if not involved in the allegations, shall be responsible for the final determination of appropriate action upon receiving a full report of the investigation.
10. The investigator should communicate with the reporting employees, volunteers, board members, and members. Among other things, the investigator:
  - A. Should let the reporting employees, volunteers, board members, and members know that they may report any additional information;
  - B. Should provide an estimate of the timeframe for the investigation; and
  - C. Should let the reporter know when the investigation is concluded.
  - D. Whether or not the specific results of the investigation are revealed to the reporting employees, volunteers, board members, and members will depend on applicable legal constraints, including whether the matter is referred to law enforcement and whether employee confidentiality dictates that information should not be disclosed.

E. Prohibition against retaliatory action and harassment.

1. New Mexico BPA strictly prohibits and will not tolerate any form of retaliation or harassment against employees, volunteers, board members, and members who in good faith reports suspected wrongdoing. Retaliatory and harassing conduct prohibited may take many forms, including but not limited

to derogatory comments, disciplinary action, demotion, suspension, discharge, and/or threatening comments or actions. Any employees, volunteers, board members, and members who engage in prohibited retaliation or harassment shall be subject to disciplinary consequences up to and including termination of employment.

2. Employees, volunteers, board members, and members who makes false or malicious reports shall be subject to disciplinary action up to termination and other legal action as appropriate.

III. Responsibility: The Board of Directors Chair shall be responsible for administering this policy.



## **APPENDIX**

Adult Delegate Code of Conduct  
State Executive Council Handbook  
National Candidate Handbook  
State Conference Lodging Rationale  
Grievance Form  
State Executive Officer Travel Authorization Form  
CEAC Purposes and Responsibilities

## ADULT DELEGATE CODE OF CONDUCT

As leaders and teachers of emerging leaders and young professionals, it is important that we prepare our students to have a safe, fulfilling experience at our conferences. New Mexico BPA recognizes the importance of all adult conference delegates upholding the highest standards of behavior and decorum to model a positive example for our students and ensure the continued success of our organization. It is expected of all conference delegates, and especially our adult leaders, to live out the BPA values of Competence, Integrity, Teamwork, and Innovation in all our formal and informal interactions at BPA events.

In order to ensure these standards, the New Mexico BPA Board of Directors has adopted the following Adult Delegate Code of Conduct. The rules stated below shall govern the conduct of all adult conference delegates throughout the duration of the time that the adult delegate could reasonably be expected to provide supervision or assistance to students during or in route to/from a New Mexico BPA event.

1. Adult delegates shall make a good faith effort to attend all conference general sessions from start to finish with their entire chapter delegation.
2. Adult delegates shall promote clean, powerful and positive usage of social media outlets utilized by their chapter members and themselves.
3. Adult delegates shall refrain from using inappropriate or profane language at all times.
4. Adult delegates shall refrain from verbal, physical or sexual harassment, hazing or name-calling during official conference dates.
5. Adult delegates shall fulfill conference assignments related to chaperoning duties and competitive event management roles (all advisors will receive event assignments for each conference they attend). This includes attending all official advisor meetings.
6. Adult delegates shall maintain the limits of professional, appropriate relationships with all student members.
7. There shall be no defacing of public property. Any damage to any property or furnishing in the hotel rooms or building must be paid for by the individual or chapter responsible. Adult delegates should ensure that their students clean up private and public spaces they have occupied and/or utilized.
8. Adult delegates shall not possess or consume alcoholic beverages or illicit substances in any form at any time.
9. Adult delegates shall not possess weapons or other dangerous items at any time.
10. Adult delegates shall adhere to a professional dress code in line with conference policies.

11. Advisors (with the assistance of other adult delegates) shall conduct daily meetings with participants to review schedules and ensure that students are prepared to participate in all appropriate conference activities.
12. Adult delegates should make their best effort to ensure that all student delegates remain in their own sleeping room with the door closed and maintaining a reasonable noise level throughout the duration of published conference curfew.
13. Adult delegates shall never extend curfew beyond the published conference curfew for any reason. Ensure that students are quiet and respectful at the hotel in the evening hours leading up to and after curfew. Adult delegates shall check rooms at curfew to be sure all students are where they need to be and stay up at least 30 minutes past curfew to be sure all is quiet and students remain in their rooms.
14. Adult delegates should ensure that their chapter's delegates (including all adult delegates) are on time for all coordinated conference transportation (including charter busses and flights). Delegates who are not present for conference transportation at announced departure times may be left behind and will need to arrange alternative transportation at their own expense.
15. Chapters shall maintain an adult-to-student delegate ratio in compliance with conference policies during the entire duration of the event, including overnight. Chapters who share chaperoning duties shall enforce curfew and conference policies for members of both chapters.

Any violation of the Adult Delegate Code of Conduct shall be addressed using any or all of the following disciplinary actions:

1. Any New Mexico BPA member, volunteer, or staff members may submit a formal written grievance detailing any violations by adult delegates with the New Mexico BPA Board of Directors, as well as any actions taken to address the behavior on-site, up to one week after the conclusion of the conference in which the violation occurred. Any grievances will be addressed in compliance with New Mexico BPA's Whistle Blower Policy. The subject of any grievance will be notified by the Board of Directors and given up to one week to respond in writing to the grievance. After reviewing the grievance and response, if deemed necessary, the Board of Directors may elect to send a formal written notice of violation to an adult delegate's school administrators detailing the violation. In severe circumstances, the Board may formally inform the school that the adult delegate is no longer allowed to attend New Mexico BPA events for a specific period of time, up to indefinitely.
2. In extreme circumstances, and in consultation with the Board of Directors, adult delegates may be instructed by conference staff to leave a conference activity or to leave the conference altogether. If an adult delegate is instructed to leave a conference, the chapter shall be responsible for arranging additional adult supervision for student

delegates in coordination with school administration, as well as any transportation costs which may be incurred.

All adult delegates shall review this form prior to each conference in order to be eligible to attend New Mexico BPA events. The chapter advisor shall sign and return this form to New Mexico BPA prior to the beginning of the conference. Please turn in at registration.

---

Chapter Name

---

Advisor Name

By signing below, I certify that all adult delegates planning to attend the conference with my chapter have reviewed the Adult Delegate Code of Conduct and understand all of the rules and processes outlined in it.

---

Advisor Signature

---

School Year

## STATE CONFERENCE LODGING RATIONALE

### Frame of Reference

When NM BPA transitioned to a package-priced conference, we reviewed the BPA National Leadership Conference policy as established by their nationwide Board of local and state educators, student leaders and professional business members. The BPA National policy implemented in 2009 is:

*Registered students & advisors are required to stay at an official conference property. Failure to comply will result in disqualification. Reservations will only be accepted at the hotel your state has been assigned. Please note: States MUST stay at the designated NLC conference hotels per the BPA Board of Directors. There are many reasons why this is required, including cost of meeting space, room setup charges, and penalties for not filling all rooms contracted. In addition, chapters benefit by staying in a designated NLC conference hotel through networking opportunities and negotiated services (e.g. complimentary Internet, discounted parking, discounted meal options, etc.).*

BPA National Policy is more restrictive than NM BPA and leaves no room for exception for any reason. Participants lodging at unofficial properties are simply ineligible to attend any BPA functions, competitions, and experiences.

### Determining NM BPA Policy

The key to understanding why this policy is necessary is based on two fundamental realities:

- The BPA conference registration fee alone does not cover the conference costs
- Lodging at official properties makes up the registration shortfall by reducing meeting space costs

The intended outcome was to maintain equitable costs among all conference participants while allowing an option to stay offsite for various situations should that be a necessary circumstance faced by a school. The solution to allow this flexibility is for chapters who opt out to pay their portion of the meeting space costs all other conference attendees share that would have naturally been underwritten had they stayed at an official conference property.

### Understanding Student Groups vs Industry Groups

Unlike an adult industry convention in which registration fees can range from \$300 to \$1,300 and include many food and beverage functions and additional revenue streams from elements like adult beverages, parking fees, and equipment rentals, student events do not operate in this fashion.

- Students travel in busses so parking revenue is minimal to hotels.
- There is zero adult beverage revenues for hotels from student groups.
- NM BPA provides 75% of its own gear and equipment to save expenses so the hotels receive little revenue from this source.

These reduced revenue streams for hotels places the bulk of their revenue generating ability on lodging. Which means if contracted lodging is not met, NM BPA faces a penalty which allows the hotel to achieve its revenue target range.

If the property faced a situation where they could not hit certain guaranteed revenue levels, they would simply not contract with a student group locking up their space from other more profitable clients or only not allow confirmed booking until 3-4 months from the conference date if they had been unsuccessful in selling the space to higher paying customers. This variable would make it nearly impossible for schools to plan and get approval to participate in a conference with a moving target of venue and/or conference dates/rates. When the economy is down, BPA is an attractive customer for hotels. When the economy is strong, it is quite difficult to secure space for youth events.

NM BPA's conference model allows us to book multiple years out and provides a baseline level of interest and support from lodging and meeting space venues to contain costs and ensure SLC has a suitable home regardless of economic conditions.

#### Cost Sharing Means Equity and Cost Savings for All

Every room booked at an official conference property benefits the whole population. A wider population sharing costs naturally reduces prices for all. When a few schools opt to find a less expensive property or commute from nearby, the remaining population sharing costs is reduced and fees are increased for them.

The effect of allowing one group to opt out means the remaining group of students are forced to make up the difference so others can gain an economic advantage. The policy in place is designed to promote fairness and equity for all.



## Grievance Form

Grievances must be communicated in writing to the Board of Directors or State Advisor in care of the Board Chairperson or designee by the end of day 5 pm of the event. The Board of Directors and State Advisor have the final say and right to deny the grievance or obtain more information about the grievance from any source.

Name of person Filing Grievance:		
Chapter:		
Competitive Event:		
Date & Time:		
Lead Chapter Adviser:		

<p>Please describe the incident in question, including the specific guidelines that were incorrectly applied and the specific action requested of the grievance committee:</p>

Action/Determination:

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Signature of BPA State Advisor

\_\_\_\_\_  
Signature of Event Advisor on site

\_\_\_\_\_  
Signature of Board Chair

# STATE EXECUTIVE OFFICER TRAVEL AUTHORIZATION FORM

State executive officer name: \_\_\_\_\_

Function: \_\_\_\_\_

\_\_\_\_\_ The above named student may drive herself/himself to the above function as part of her/his official responsibilities.

\_\_\_\_\_ The above named student will be transported to the above function as part of His/her responsibilities by means of \_\_\_\_\_ parents and/or \_\_\_\_\_ public transportation (Check One).

\_\_\_\_\_ The above named student will be allowed to travel with \_\_\_\_\_, to get to and/or from the above function as part of her/his official responsibilities.

By signing below, the parent/guardian agree to the modes of transportation listed above and gives their permission for their child to attend all conferences/activities for the organization. This also releases New Mexico BPA, staff or State Executive Council coordinators of any liability.

\_\_\_\_\_  
State executive officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date