

# **FLORIDA BUSINESS PROFESSIONALS OF AMERICA, INC.**

## **CONSTITUTION**

**(Revised February 3, 2008)**

### **ARTICLE I. NAME**

The official name of this organization shall be the Florida Business Professionals of America, Inc., and shall be referred to as Business Professionals of America, Florida Association.

### **ARTICLE II. PURPOSES**

The purposes of this organization are:

- To provide opportunities for chapter members in leadership and development
- To unite in a common professional bond without regard to race, color, religion, national origin or ancestry, age, sex, marital status, or disability of students enrolled in classes with business careers as their objective
- To development leadership abilities through participation in career and technical education, civic, recreational, and social activities
- To assist students in establishing realistic career objectives
- To create enthusiasm for learning
- To promote high standards in ethics, workmanship, and scholarship
- To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of democratic processes
- To foster an understanding of the functions of labor, entrepreneurial, and management organizations in the American free enterprise system
- To develop competent, aggressive business leaders
- To develop and strengthen members' confidence in themselves and their work
- To provide satisfactory social and recreational activities
- To foster practical application of business skills through competition

### **ARTICLE III. ORGANIZATION**

**Section 1.** Business Professionals of America, Florida Association, is an organization of local chapters, each operating in accordance with a charter granted by Business Professionals of America, Inc. Only chapters in good standing shall be referred to as "Business Professionals of America."

**Section 2.** The administration of this organization shall be vested in the Board of Directors of Business Professionals of America, Florida Association.

**Section 3.** Business Professionals of America, Florida Association, shall have an Executive Council that will make recommendations to the Board of Directors and perform such other duties as designated in the bylaws.

#### **ARTICLE IV. MEMBERS**

**Section 1.** Membership in Business Professionals of America, Florida Association, shall consist of the individual members of the chartered local chapters.

**Section 2.** Classes of membership shall be Active, Professional, and Honorary Life.

- a. *Active members* shall be secondary or postsecondary students who become members while enrolled in business and/or business-related courses and programs as approved by the Board of Directors. Active members shall pay regional, state, and national dues as established by Business Professionals of America and will be eligible to hold office; participate in the Workplace Skills Assessment Program; serve as a voting delegate; and otherwise represent their local, regional, and state chapters in Business Professionals of America activities.
- b. *Professional members* may be persons or businesses associated with, or participating in, the professional development of Business Professionals of America. Such members may include local and state chapter advisors, business teachers, teacher educators, supervisors, employers and/or supervisors of cooperative education students, advisory committee members, business persons, and other persons contributing to Business Professionals of America growth and development. Professional members shall pay dues as established by the Board of Directors but shall be ineligible to participate in competitive events, serve as voting delegates, or hold office.
- c. *Honorary life members* may be individuals who are approved by the Board of Directors. Honorary life members shall not be required to pay dues and shall be ineligible to participate in competitive events, serve as voting delegates, or hold office.

**Section 3.** By paying dues and becoming a member of Business Professionals of America, Florida Association, each student agrees to abide by the organization's constitution, bylaws, rules and regulations, dress codes, and competitive event guidelines.

#### **ARTICLE V. STATE OFFICERS**

**Section 1.** State Officers. The elected state officers of Business Professionals of America, Florida Association, shall be a President, Executive Vice President, Secretary, and Reporter. A Parliamentarian is appointed annually.

- Section 2.** Election of State Officers.
- a. The President, Executive Vice President, Secretary, and Reporter shall be elected annually by majority vote of the voting delegates present and voting at the State Leadership Conference.
  - b. State officers shall be elected by a voice vote. If no candidate for an office receives a majority vote on the third ballot, the candidate receiving the lowest number of votes for that ballot shall be dropped from each subsequent ballot until one applicant receives a majority of the votes cast.
  - c. With the exception of unopposed candidates, no two state officers shall be elected from the same region.
  - d. No state officer shall hold a regional office at the same time he/she is a state officer.
- Section 3.** Term of Office. State officers shall be elected for a one (1) year term, shall assume office at the close of the conference at which they were elected, and shall serve until the close of the following State Leadership Conference.
- Section 4.** Vacancy in Office. In the event of a vacancy in the office of President, the Executive Vice President shall assume the office of President. A vacancy in any other office shall be filled by appointment by the State Advisor with the approval of the Executive Council.
- Section 5.** Appointment of Parliamentarian. The student scoring the highest on the Parliamentary Procedure written test at the State Leadership Conference shall be appointed to serve as parliamentarian. This student must have at least one (1) full year remaining before graduation from high school.
- Section 6.** Removal from Office. If any officer fails to carry out the duties as designated in the organization's bylaws or policies and procedures or exhibits conduct inappropriate of a state officer, the officer may be removed from office by either a three-fourths (3/4) vote of the Executive Council or an action by the Board of Directors.
- Section 7.** Qualifications and Duties. The qualifications for and duties of all state officers shall be designated in the bylaws.

## **ARTICLE VI. REGIONAL OFFICERS**

- Section 1.** Regional Officers. The elected regional officers of Business Professionals of America, Florida Association, shall be a Regional President and any such additional officers as determined by the respective regions.

- Section 2.** Election of Regional Officers. Each region shall decide how to elect regional officers in their respective regions. Regional officers shall be elected annually at the regional meetings.
- Section 3.** Term of Office. Regional officers shall be elected for a one (1) year term, shall assume office at the close of the State Leadership Conference, and shall serve until the close of the following State Leadership Conference.
- Section 4.** Vacancy in Office. In the event of a vacancy in the office of Regional President, the Regional Advisor in consultation with the State Advisor shall appoint a Regional President to complete that term of office.
- Section 5.** Removal from Office. If any regional officer fails to carry out the duties as designated in the organization's bylaws or policies and procedures or exhibits conduct inappropriate of a regional officer, the Regional Advisor in consultation with the State Advisor shall determine whether or not the regional officer should be removed from office. In the event that it is determined that the regional officer should be removed from office, the regional officer shall be immediately divested of his/her office.
- Section 6.** Qualifications and Duties. The qualifications for and duties of the Regional President shall be designated in the bylaws.

## **ARTICLE VII. ADVISORS**

- Section 1.** Local advisors. Each local chapter shall have an advisor who shall be a teacher at that school.
- Section 2.** Regional Advisors.
- a. Each region shall have a Regional Advisor elected in accordance with the rules and procedures of the respective region.
  - b. Regional Advisors shall be responsible and accountable for all regional finances and shall present appropriate financial reports to the State Advisor when requested.
- Section 3.** State Advisor. The State Advisor shall be the administrative chair of the organization and shall have all the duties and powers customarily reserved for this position, including the right to serve as an ex-officio member of all committees.

## **ARTICLE VIII. EXECUTIVE COUNCIL**

The elected state officers and Regional Presidents shall, along with the State Advisor and the Regional Advisors, serve as the Executive Council of Business Professionals of America, Florida Association.

- Section 1.** Meetings.
- a. Meetings of the Executive Council shall be at the call of the State Advisor.
  - b. A majority of the members of the Executive Council shall constitute a quorum for the transaction of business.

**Section 2.** Duties. The duties of the Executive Council shall be designated in the bylaws.

## **ARTICLE IX. BOARD OF DIRECTORS**

The Board of Directors of Business Professionals of America, Florida Association, shall conduct the policy and procedure affairs of this organization and shall have full control and management of the affairs and business of this organization.

- Section 1.** Membership. The Board of Directors shall be comprised of the following members:
- a. State President
  - b. State Advisor
  - c. Regional Advisors
    - 1. Regional advisors shall be current BPA regional advisors or have served previously in that capacity in a career and technical student organization.
    - 2. The number of regional advisors represented on the Board of Directors shall be determined annually according to the following sliding scale based upon BPA membership for the previous school year in the five regions as designated by the Florida Department of Education:
 

1 – 1,000 student members	1 regional advisor
1,001 – 3,000 student members	2 regional advisors
3,001 – 6,000 student members	3 regional advisors
6,001 or more	4 regional advisors
    - 3. Regional advisor representatives to the Board of Directors shall be elected at the State Leadership Conference by local chapter advisors of each respective region.
  - d. One Florida Association of Business Technology Education Supervisors (FABTES) representative
  - e. Two business representatives
  - f. One immediate past president of the Board of Directors.
  - g. The Florida Department of Education State Supervisor for Business Technology Education shall serve as an ex officio member of the Board of Directors.

**Section 2.** Term of Office. The term of office for members of the Board of Directors shall be from July 1 through June 30. Membership on the Board of Directors shall be for three (3) years with the following exceptions:

- a. The State President shall serve a one (1) year term commencing with his/her installation as State President and ending with the installation of his/her successor;
- b. The State Advisor shall serve a one (1) year term as appointed annually by the Board of Directors;
- c. The FABTES representative shall serve a perpetual term as appointed by FABTES;
- d. The immediate past president shall serve a one (1) year term.

- Section 3.** Officers. Only members of the Board of Directors shall be permitted to hold office. The State President and State Advisor are not eligible to serve as officers.
- a. The elected officers of the Board of Directors shall be a President, Vice President, and Secretary. The President shall appoint a Treasurer who shall be bonded. Two signatures shall be required for payment of all expenditures.
  - b. The officers shall be elected for a one (1) year term to commence on July 1.
  - c. No officer shall for reason of his/her office be entitled to receive any salary or compensation for serving as a member or officer of the Board of Directors.
  - d. In the event of a vacancy in the office of President, the Vice President shall assume the office of President. A vacancy in any other office shall be filled by appointment by the President.
  - e. The duties of the officers shall be designated in the bylaws.

- Section 4.** Meetings. The Board of Directors shall only act in the name of the organization when it shall be regularly convened by the President after due notice of the meeting is given to all members.
- a. The annual meeting of the Board of Directors shall be held during the State Leadership Conference. The Secretary shall mail to every member a notice informing them of the time and place of the annual meeting.
  - b. Regular meetings of the Board of Directors shall be held as determined by the President of the Board of Directors.
  - c. The presence of not less than one-half of the members shall constitute a quorum and shall be necessary to conduct the business of this organization.
  - d. An emergency meeting of the Board of Directors may be called by the President when deemed necessary for the best interest of the organization. This meeting may be conducted via telephone and/or electronic media. No other business but that specified in the meeting notice may be transacted at any emergency meeting without the unanimous consent of all present.
  - e. At the request of three (3) members of the Board of Directors, the President shall call a meeting to be held within thirty (30) days.
  - f. At the discretion of the President, emergency matters may be voted on by mail vote of the members of the Board of Directors. In this event, a mail vote ballot shall be sent out at least ten (10) days prior to the date on which the vote will be taken. All ballots shall be returned to the President who will count the votes.
  - g. All actions of the Board of Directors shall require approval of at least a majority of the members present and voting.

- Section 5.** Voting. Each member of the Board of Directors shall have one (1) vote and such voting may not be done by proxy.
- a. All votes except for the election of officers and members of the Board of Directors shall be viva voce. Ballots shall be provided for the election of officers and members of the Board of Directors.
  - b. At any regular or emergency meeting, if a majority so requires, any questions may be voted upon by ballot.
  - c. At all votes by ballot, the President shall immediately prior to the commencement of balloting appoint a committee of three members who shall act as tellers. At the conclusion of such balloting, the tellers shall certify the results in writing to the President. The certified copy of the results shall be physically affixed to the minutes of that meeting in the minutes' book. No teller shall be a candidate for office or shall be personally interested in the question voted upon.
- Section 6.** Vacancy in Membership. Vacancies in a Regional Advisor position shall be filled by a vote of the Board of Directors until the end of the next annual meeting. Vacancies in a business representative position shall be filled by an appointment made by the President until the end of the next annual meeting.
- Section 7.** Removal from Membership. A member of the Board of Directors may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any member. A member may be represented by counsel upon any removal hearing. The Board of Directors shall adopt such rules and regulations for this hearing that the Board in its discretion may determine to be necessary for the best interests of the organization.
- Section 8.** Salaries/Contracted Services. The Board of Directors shall hire and establish the compensation of any and all employees and/or contracted services providers that the Board in its discretion may determine to be necessary for the conduct of the business of the organization.
- Section 9.** Committees. All committees shall be appointed by the President. Membership on all committees shall be for a period of one (1) year or less if the committee is terminated by action of the President. Standing committees shall be designated in the bylaws.
- Section 10.** Duties. The duties of the members of the Board of Directors shall be designated in the bylaws.

## **ARTICLE X. MEETINGS**

- Section 1.** The state Fall and State Leadership Conferences shall convene annually as determined by the Board of Directors. Regional Leadership Conferences shall

convene annually as determined by the rules and regulations or each respective region.

**Section 2.** Fall Leadership Conference. The Fall Leadership Conference shall be conducted by the Board of Directors, the Executive Council, the State Advisor, and the contracted services providers.

- a. Each local chapter in good standing shall be entitled to send delegates, who shall be chosen from the active members, to the conference.
- b. When any items of official business of the organization need to be conducted at the conference, each local chapter in good standing shall be entitled to send voting delegates, who shall be chosen from the active members, in accordance with the following scale:

1-50 active members	2 voting delegates
51-100 active members	3 voting delegates
101-150 active members	4 voting delegates
Each additional 50 active members or portion thereof	1 additional voting delegate

- c. All local chapter voting delegates shall be officially certified by their local chapter advisor and their names submitted to the conference coordinator in advance of the conference.
- d. Registered local chapter voting delegates present and voting shall be entitled to vote on all issues, which come before the membership. There shall be no proxy voting.
- e. The quorum for the transaction of business shall be a majority of the registered voting delegates present and voting at the meeting.

**Section 3.** Regional Leadership Conference. Regional Leadership Conferences shall be conducted annually in accordance with the rules and regulations of each respective region.

**Section 4.** State Leadership Conference. The State Leadership Conference shall be conducted by the Board of Directors, the Executive Council, the State Advisor, and the contracted services providers.

- a. Each local chapter in good standing shall be entitled to send delegates, who shall be chosen from the active members, to the conference as determined by the Board of Directors.
- b. Each local chapter in good standing shall be entitled to send voting delegates, who shall be chosen from the active members, in accordance with the following scale:

1-50 active members	2 voting delegates
51-100 active members	3 voting delegates
101-150 active members	4 voting delegates
Each additional 50 active members or portion thereof	1 additional voting delegate

- c. All local chapter voting delegates shall be officially certified by their local chapter advisor and their names submitted to the conference coordinator in advance of the conference.

- d. Registered local chapter voting delegates present and voting shall be entitled to vote on all issues, which come before the membership. There shall be no proxy voting.
- e. The quorum for the transaction of business shall be a majority of the registered voting delegates present and voting at the meeting

**Section 5.**

National Leadership Conference. The National Leadership Conference shall be conducted annually by the national office.

- a. All registrations for the National Leadership Conference must be received in the state office by the designated deadline.
- b. Any contestant not registered for the National Leadership Conference by the competitive event deadline as determined by the Board of Directors will be deemed ineligible to compete.
- c. Substitutions in event contestants will be made at the discretion of the State Advisor.
- d. National Officer Candidates. Members wishing to run for national office must meet all qualifications as set forth in the national and state bylaws, must submit their written intent to run for national office along with a resume to the State Advisor at least thirty (30) days prior to the State Leadership Conference, and must be approved to run for national office by the Board of Directors prior to the opening session of the State Leadership Conference.
  - 1. Approved candidates may campaign at the State Leadership Conference to be Florida's candidate for national office at the National Leadership Conference. No campaign materials will be allowed. Campaigning shall be limited to a speech at the opening session and caucusing at the regional caucus meetings.
  - 2. Local chapter voting delegates present and voting at the State Leadership Conference will cast ballots for national officer candidates at the same general session when the state officers are elected.
  - 3. Each voting delegate shall vote for the number of candidates allowed per state by national Business Professionals of America. The national office candidates receiving the highest votes and are able to be supported according to the number that the state association may allow by national Business Professionals of America, shall be endorsed by the state chapter.
  - 4. When the number of national officer candidates is lower or equal to the number the state can support for national office, each voting delegate shall cast a ballot for each candidate, and the candidates who do not receive a majority vote of the voting will not have the endorsement of the state chapter and will therefore be unable to run for national office that year.
  - 5. The state association can support the number of candidates per division as specified by national Business Professionals of America.

## **ARTICLE XI. EMBLEM AND COLORS**

- Section 1.** The emblem of Business Professionals of America, Florida Association, shall be the official emblem of the national Business Professionals of America, Inc.
- Section 2.** The official colors of Business Professionals of America, Florida Association, shall be navy blue, tan, and red.
- Section 3.** All students who are members in good standing and whose dues are fully paid shall be eligible to wear the official membership pin of Business Professionals of America.

## **ARTICLE XII. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern Business Professionals of America, Florida Association, in all cases to which they are applicable and in which they are not inconsistent with this constitution, bylaws, and any special rules of order which Business Professionals of America, Florida Association, may adopt.

## **ARTICLE XIII. AMENDMENTS**

Proposed amendments to this constitution shall be presented in writing to the State Advisor at least sixty (60) days prior to the State Leadership Conference. The State Adviser shall submit the proposed amendments to the Executive Council for review and to the Board of Directors for approval. The approved proposed amendments will then be published and circulated to all chapters for consideration at least thirty (30) days prior to the State Leadership Conference. A two-thirds (2/3) affirmative vote of the voting delegates present and voting at the State Leadership Conference shall be required for adoption. No amendment shall be in conflict with the purposes of Business Professionals of America, Florida Association, as stated in Article II.

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA, INC.**

**BYLAWS**

**(Revised February 3, 2008)**

**ARTICLE I. REGIONAL, STATE, AND NATIONAL OFFICERS**

- Section 1.** Qualifications for Regional Office. To be eligible for regional office, candidates must meet all qualifications as established by their respective region.
- a. Only active members are eligible to hold regional office.
  - b. Only those applicants who are present at the Regional Leadership Conference shall be eligible for nomination.
  - c. To be eligible to run for regional office, a candidate shall be a middle school or high school student who shall:
    1. have at least one (1) full year remaining in his/her business program;
    2. be enrolled in a business or business-related course throughout his/her term of office;
    3. hold or have held an elective office in his/her local chapter;
    4. be recommended by his/her local chapter advisor and school administration and be endorsed by his/her local chapter;
    5. file an official application according to the policy adopted by the region; and
    6. remain a resident of his/her region during his/her term of office.
- Section 2.** Qualifications for State Office. To be eligible for state office, candidates must meet all qualifications as established by the Board of Directors.
- a. Only active members are eligible to hold state office.
  - b. Only those applicants who are present at the State Leadership Conference and who are officially certified by the Officer Screening Committee shall be eligible for nomination.
  - c. To be eligible to run for state office, a candidate shall be a high school student who shall:
    1. have at least one (1) full year remaining in his/her business program;
    2. be enrolled in a business or business-related course throughout his/her term of office;
    3. hold or have held an elective office in his/her local chapter;
    4. be recommended by his/her local chapter advisor and school administration and be endorsed by his/her local chapter;
    5. file an official application according to the policy adopted by the Board of Directors; and
    6. remain a Florida resident during his/her term of office.
  - d. Candidates for secretary must possess the skills necessary to prepare minutes.

- Section 3.** Qualifications for National Office. To be eligible for national office, candidates must meet all qualifications as established by the Board of Directors, Business Professionals of America, Florida Association, and the national Business Professionals of America, Inc.
- a. Only active members are eligible to hold national office.
  - b. Only those applicants who are present at the State Leadership Conference and who are officially certified by the Officer Screening Committee and approved by the Board of Directors shall be eligible for nomination.
  - c. To be eligible to run for national office, a candidate shall be a high school student who shall:
    1. have at least one (1) full year remaining in his/her business program;
    2. be enrolled in a business or business-related course throughout his/her term of office;
    3. hold or have held an elective office in his/her local chapter;
    4. be recommended by his/her local chapter advisor and school administration and be endorsed by his/her local chapter;
    5. file an official application according to the policy adopted by the Board of Directors; and
    6. remain a Florida resident during his/her term of office.

- Section 4.** Duties of State Officers and Regional Presidents.
- a. President. It shall be the duty of the President to serve as the student representative on the Board of Directors; preside at all business meetings; preside over all officer and Executive Council meetings; with the approval of the State Advisor and Executive Council, establish and appoint members and chairs of appropriate committees for a period not to exceed his/her term of office and assist these committees in their activities; serve as an ex-officio nonvoting member of all committees; perform other duties of a presiding officer; and promote the general welfare of Business Professionals of America, Florida Association.
  - b. Executive Vice President. It shall be the duty of the Executive Vice President to serve in any capacity as directed by the President; serve as the chair of the National Project Committee; accept the responsibilities of the President as occasions may demand; assist in compiling and publishing the State Chapter Annual Report; promote the general welfare of Business Professionals of America, Florida Association; and become president upon any vacancy in the office of President.
  - c. Secretary. It shall be the duty of the Secretary to keep an accurate record of all business, officer, and Executive Council meetings; promptly submit one (1) printed copy of the minutes and any substantiating reports to the President, Board of Directors President, members of the Board of Directors and Executive Council, and the State Advisor; and promote the general welfare of Business Professionals of America, Florida Association.
  - d. Reporter. It shall be the duty of the Reporter to prepare and submit the organization's news to all news media; serve as the public relations liaison to other state chapters and the national organization; compile local chapter

activity news for the state's website; maintain the state's website; assist in compiling and publishing public relations documents as deemed necessary by the Executive Council; and promote the general welfare of Business Professionals of America, Florida Association.

- e. Parliamentarian. It shall be the duty of the Parliamentarian to advise the President and other chapter members on the orderly conduct of business in accordance with the organization's bylaws and the current edition of Robert's Rules of Order, Newly Revised; be responsible for the general conduct at all business, officer, and Executive Council meetings; rule on rules or order, should the occasion arise, during business meetings; and promote the general welfare of Business Professionals of America, Florida Association.
- f. Regional Presidents. It shall be the duty of Regional Presidents to work cooperatively with the Regional Advisors in planning and implementing regional activities; preside at all regional meetings at the State Leadership Conference; and assist the state officers and state organization in consultation with the State Advisor in promoting the general welfare of Business Professionals of America, Florida Association, in his/her respective region.
- g. All officers are subject to other duties as designated by the President or the State Advisor.

## **ARTICLE II. BOARD OF DIRECTORS**

- Section 1.** Duties of the Board of Directors. The duties of the Board of Directors shall be to:
- a. make such rules and regulations that the Board in its discretion may determine to be necessary for the best interests of the organization;
  - b. adopt, by a majority vote, policies of operation as deemed necessary;
  - c. appoint individuals to represent Business Professionals of America, Florida Association, by serving on the State Association Advisory Council, Classroom Educators Advisory Council, National Business Advisory Council, and nominees to the Business Professional of America, Inc. Board of Trustees;
  - d. determine such matters as the number of contestants per event from each region and the number of local chapter representatives that may attend conferences;
  - e. approve candidates for national office;
  - f. perform such other duties as may be reasonably construed as belonging to a governing body of any organization.

- Section 2.** Duties of Officers.
- a. President. The President of the Board of Directors shall preside at all meetings; present an annual report of the work of the organization at each annual meeting; appoint all committees (temporary and permanent); see that all books, reports, and certificates as required by law are properly kept or filed; must be one of the two officers authorized to sign the checks and drafts

- of the organization; and have such powers as may be reasonably construed as belonging to the chief executive of any organization.
- b. Vice President. The Vice President of the Board of Directors shall be responsible for securing, overseeing, and reviewing the annual independent audit; present the findings of the audit at the next scheduled board meeting; and, in the absence or inability of the President to exercise his/her office, become Acting President of the organization with all the rights, privileges, and powers including the signing of checks and drafts of the organization.
  - c. Secretary. The Secretary of the Board of Directors shall keep the minutes and records of the organization in appropriate books; file any certificates required by any statute, federal or state; give and serve all notices to members of this organization; be the official custodian of the records and seal of this organization; present to the membership at any meetings any communication addressed to him/her as secretary of the organization; submit to the Board of Directors any communications which shall be addressed to him/her as secretary of the organization; attend to all correspondence of the organization; and exercise all duties incident to the office of secretary.
  - d. Treasurer. The Treasurer of the Board of Directors shall have the care and custody of all monies belong to the organization and shall be responsible for such monies or securities of the organization; must be one of the two officers authorized to sign checks and drafts of the organization; render a written account of the finances of the organization quarterly and physically affix such report to the minutes of the meetings of the Board of Directors; and exercise all duties incident to the office of treasurer.

**Section 3.** Committees.

- a. Advisory committees to assist in the growth and development of Business Professionals of America, Florida Association, may be appointed as deemed necessary by the Board of Directors. Recommendations of persons for such appointments shall be requested of regions.
- b. Local and regional chapters may select advisory committees to assist in the growth and development of their respective local and regional chapters.
- c. An Officer Screening Committee, composed of state officers and members of the Board of Directors, shall be appointed by the State Advisor. The Officer Screening Committee shall, after careful consideration of applicants for state and national office, approve officer candidates for nomination.
- d. Committee business may be conducted by mail at the discretion of the President. For adoption, action by mail shall require a majority vote of the members eligible to vote and shall be reported to the committee members not later than the next regular meeting.
- e. There shall be a Minutes Committee consisting of the five state officers and the State Advisor, which shall have full authority to approve the minutes of the previous State Leadership Conference. The committee shall do this at the first Executive Council meeting after the election of the state officers.

### **ARTICLE III. EXECUTIVE COUNCIL**

The duties of the Executive Council shall be to:

- a. suggest policies of operation as deemed necessary, by a majority vote subject to the approval of the Board of Directors;
- b. approve committee appointments and the creation of new committees by the State President;
- c. review all proposed amendments to the bylaws;
- d. present to the voting delegates at the State Leadership Conference, with recommendations, those proposed amendments approved by the Board of Directors; and
- e. perform such other duties as are identified by the Board of Directors.

### **ARTICLE IV. DUES**

**Section 1.** The membership year shall be July 1 through June 30.

**Section 2.** Dues. Annual dues for Business Professional of America, Florida Association, will be determined by the Board of Directors. Annual local and regional dues will be determined by the respective local and regional chapters.

- a. State and national dues in full for all active local chapter members must accompany the official Business Professionals of America membership application by the date established by the Board of Directors.
- b. Membership applications must be received in the state office by the designated date and must be certified by the Treasurer of the Board of Directors.
- c. Only members registered on the official membership application with full regional, state, and national paid dues shall be delegates to the State Leadership Conference.

### **ARTICLE V. AMENDMENTS**

Proposed amendments to these bylaws shall be presented in writing to the State Advisor at least sixty (60) days prior to the State Leadership Conference. The State Adviser shall submit the proposed amendments to the Executive Council for review and to the Board of Directors for approval. The approved proposed amendments will then be published and circulated to all chapters for consideration at least thirty (30) days prior to the State Leadership Conference. A two-thirds (2/3) affirmative vote of the voting delegates present and voting at the State Leadership Conference shall be required for adoption. No amendment shall be in conflict with the purposes of Business Professionals of America, Florida Association, as stated in Article II of the constitution.