



**Business Professionals of America**

**Alumni Division**

**Constitution and Bylaws**

**Amended September 10, 2024**

# ALUMNI DIVISION CONSTITUTION AND BYLAWS

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# ALUMNI DIVISION CONSTITUTION AND BYLAWS

## ARTICLE I - NAME

The official name of this organization shall be Business Professionals of America Alumni Division.

## ARTICLE II - PURPOSES

The purposes of this organization are:

- To assist our sister **divisions to be better prepared in joining a world-class workforce through the sharing of our business** knowledge and experience.
- To help the organization maintain its high standards of leadership, citizenship, academic, and technological skills.
- To have the membership add to their personal and professional growth through continued participation with Business Professionals of America.

## ARTICLE III - FEDERATION

### Section 1. Structure

The operation of the Business Professionals of America Alumni Division shall be vested in the Business Professionals of America Alumni Division under the direction of the Business Professionals of America, Inc. Board of Trustees.

### Section 2. Definition

The Alumni Division shall consist of any former member of our sister divisions.

## ARTICLE IV - MEMBERSHIP

### Section 1. Classes of Membership

Alumni Division membership is open to any former member wishing to support the overall mission and vision and contribute to the growth and development of Business Professionals of America, Inc. Alumni members shall pay dues as established by the Board of Trustees of Business Professionals of America, Inc. Members shall be eligible to hold an executive office within the Alumni Division and serve as a voting delegate at the Annual Business Meeting. There shall be two classes of membership:

- A. Active Members** must be registered with the National Center.
- B. Lifetime Members** shall be active members who have paid life membership dues as established by the Business Professionals of America Alumni Division and approved by the Business Professionals of America, Inc. Board of Trustees as defined in the Code of Regulations.

## **Section 2. Application for Membership**

**A. State Chartering.** An Alumni Division within a state shall submit a letter to the Business Professionals of America Alumni Division Executive Committee, requesting the issuance of a charter for the Business Professionals of America state association.

In order to qualify for a state charter, the state shall include a copy of the bylaws of the state association, have a list of at least ten (10) active or life members, a list of state officers, dues for each member and a charter fee as determined by the Business Professionals of America, Inc. Board of Trustees. Upon Executive Committee approval, the request will be submitted to the Business Professionals of America, Inc. Board of Trustees for final approval.

**B. Individual Members.** The Alumni Division shall recognize individual memberships through Business Professionals of America.

## **Section 3. Members in Good Standing**

An alumni member shall be considered in good standing if they are a dues paid member or have lifetime membership. Lifetime members must indicate the Alumni Division for their lifetime membership to be affiliated with.

## **Section 4. Dues**

**A.** The membership year shall be September 1 through August 31.

**B.** The Board of Trustees of Business Professionals of America, Inc. shall establish annual dues for all members.

**C.** Dues shall be submitted within 30 days of completing the Online Membership Registration.

## **ARTICLE V - OFFICERS**

### **Section 1. Elected Officers**

The elected officers shall be a President, President-elect, Secretary, and Treasurer.

### **Section 2. Elections**

Officers shall be elected at the Annual Business Meeting of the Alumni Division. Nominations shall be from the floor. Election shall be by ballot unless there is only one nominee for an office in which case the election may be by voice vote. A majority vote is required for election.

### **Section 3. Term of Office**

All officers shall be elected to serve for one year or until their successors are elected. No member shall hold more than one Alumni Division office at any one time. The term of office shall begin at the close of the National Leadership Conference at which they are elected.

### **Section 4. Vacancy of Office**

In the case of a vacancy in the office of President, the President-elect shall serve as acting President until the next election. A vacancy in any office other than President or President-elect serving as acting President, shall be filled by a majority vote of the Executive Committee.

## **Section 5. Duties of Officers**

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

**A. President.** The president shall:

1. Convene and preside over all meetings of the Alumni Division;
2. Appoint appropriate committee chairs to standing and on-demand committees as agreed upon by the Executive Committee;
3. Prepare meeting agendas;
4. Represent the Alumni Division of Business Professionals of America as deemed necessary;
5. May appoint, with the approval of the Executive Committee, a Parliamentarian/Historian;
6. Serve as an ex-officio member of all committees;
7. Hold the Corporate vote on behalf of the Alumni Division;
8. Be available as necessary for promoting the general welfare of the Business Professionals of America and Business Professionals of America Alumni Division.

**B. President-elect.** The President-elect shall:

1. Serve in the absence of the President;
2. Serve in any capacity as directed by the President;
3. Serve as ex-officio member of all committees;
4. Serve as acting President until the next election should the President's position become vacant;
5. Assume the office of President at the close of the National Leadership Conference.

**C. Secretary.** The secretary shall:

1. Serve in any capacity as directed by the President;
2. Issue notices of all official meetings;
3. Record the minutes of all Executive Committee and general membership meetings;
4. Maintain a historical archive of Alumni records for the fiscal year;
5. Serve as an ex-officio member of the Membership Committee or as Chair if the position is vacant.

**D. Treasurer.** The Treasurer shall:

1. Serve in any capacity as directed by the President;
2. Present financial membership reports for the Executive Committee;
3. Work with the President and President-elect to draft an annual budget for submission to and approval by the National BPA Board of Trustees;
4. Make a financial report at the executive meetings and general meetings;
5. Serve as the Chair of the Finance Committee.

## **Section 6. Representative to the Board of Trustees**

The Alumni Representative shall be elected by the Corporate Body for a three-year term. The Alumni Representative shall report to the Alumni Division at the Executive Committee Meetings, annual meeting at the National Leadership Conference, and any Special Meetings held by the National BPA Alumni Division.

## **ARTICLE VI - MEETINGS**

### **Section 1. National Leadership Conference**

The annual meeting of the Alumni Division shall be held at the National Leadership Conference. Notice of the annual meeting will be posted at least five (5) days prior on the Business Professionals of America website.

### **Section 2. Voting Body**

The voting members of the Alumni Division shall be active and lifetime members in good standing.

### **Section 3. Quorum**

Five (5) active or lifetime members will comprise a quorum at any business meeting. At least one (1) elected Alumni Division officer and one (1) other member of the Executive Committee must be present in order to establish a quorum.

### **Section 4. Special Meetings**

A special meeting of the Alumni Division may be called upon a majority vote of the Executive Committee when deemed necessary. Five (5) days notice is required in order to hold a Special Meeting.

## **ARTICLE VII - EXECUTIVE COMMITTEE**

### **Section 1. Composition**

The voting members of the Executive Committee shall be the President, President-elect, Secretary, Treasurer, and chairs of standing committees. The Alumni Representative shall serve as an ex-officio, non-voting member of the Executive Committee.

### **Section 2. Duties**

The Executive Committee:

- A.** shall have general supervision of the affairs of the society between its business meetings;
- B.** shall fix the time and date of meetings;
- C.** shall act on any unanticipated business that requires action between meetings;
- D.** shall perform such other duties as are necessary for the welfare of the division;
- E.** is subject to the orders of the Alumni Division and no action shall be contrary to the instructions of the Business Professionals of America, Inc. Board of Trustees.

## **ARTICLE VIII - COMMITTEES**

### **Section 1. Standing Committees**

The Standing Committees of the Alumni Division shall be Finance, Bylaws, National Leadership Conference, and Membership.

- A. Finance Committee.** The Treasurer shall serve as the chairperson of the Finance Committee. The Committee shall make a financial report at Executive Committee meetings and general membership meetings. All proposed expenditures of Alumni Division funds shall be proposed to the Finance Committee with a recommendation from the committee made to the Executive Committee for final approval.
- B. Bylaws Committee.** The Bylaws Committee shall review any proposed amendments by any active or lifetime member as well as complete an annual review of the documents of authority and recommend any changes. For any bylaws amendments, they shall follow the process as outlined in Article XI of this document.
- C. National Leadership Conference Committee.** The National Leadership Conference Committee shall promote the Alumni Division at the National Leadership Conference to its sister divisions. They shall perform other duties as directed by the Executive Committee.
- D. Membership.** The Membership Committee shall promote membership and communication on a state and national basis. They shall perform other duties as directed by the Executive Committee.

### **Section 2. Special Committees**

The Executive Committee may create special committees as deemed necessary.

## **ARTICLE IX - ELECTRONIC MEETINGS**

The Executive Committee, standing committees, special committees, and the Alumni membership are authorized to meet by telephone conference or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting.

## **ARTICLE X - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the organization in all cases to which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

## **ARTICLE XI - AMENDMENTS**

These bylaws may be amended by a two-thirds vote of the voting delegates at the Annual Business Meeting of the Alumni Division and submitted for final approval by the Board of Trustees of Business Professionals of America, Inc., provided that:

- A.** The amendment has been presented in writing by any alumni member to the Chair of the Bylaws Committee and President of the Alumni Division no less than forty-five (45) days prior to the Annual Business Meeting;
- B.** The Chair of the Bylaws Committee has shared the proposed amendment with the Bylaws Committee, who must consider the proposed amendment during their next meeting. The Bylaws Committee then must make a recommendation to the Alumni Executive Committee no less than thirty (30) days prior to the Annual Business Meeting;
- C.** The Alumni Executive Committee has approved the proposed amendment and it has been shared with the alumni members no less than fifteen (15) days prior to the Annual Business Meeting.