
THE
BYLAWS
OF
KIRTLAND CENTRAL HIGH SCHOOL
BUSINESS PROFESSIONALS OF AMERICA
September 1, 2024



Preamble

With the identification of business, information technology, and office occupations as an area of career and technical education, it has become necessary to provide student group experience for Region 1 students interested in business education programs. Leadership development through student groups can be effective in strengthening career and technical education for business, information technology, and office occupations. It is deemed essential that:

Section 1. Purpose

There is an established Career and Technical Student Organization to serve the needs of Secondary students interested in business, information technology, office occupations, and career related educational Programs.

Section 2. Membership

Kirtland Central High School provides a means for membership in Business Professionals of America, in order to serve students' career and technical educational interests.

Section 3. Goals

The goals of this organization shall be to:

- 3.1.** Provide opportunities for student leadership development
- 3.2.** Promote career and technical education in business, information technology, and office occupations
- 3.3.** Foster student interest in career related educational programs
- 3.4.** Develop skills and competencies relevant to business, information technology, and office occupations

Article I. Organizational Name

The name of this organization shall be “**Kirtland Central High School Region 1**”

Section 1. Purpose

The purpose of the Kirtland Central High School Region 1 shall be:

- 1.1.** To provide opportunities for chapter members in leadership and development.
- 1.2.** To unite in a common professional bond without regard to race, color, religion, national origin or ancestry, age, sex, marital status, creed, sexual orientation, or disability of students interested in business careers as their objective.

- 1.3** To develop leadership abilities through participation in career and technology education, civic, recreational, and social activities.
- 1.4.** To assist students in establishing realistic career objectives.
- 1.5.** To create enthusiasm for learning.
- 1.6.** To promote high standards in ethics, workmanship, and scholarship.
- 1.7.** To develop the ability of students to plan together, organize, and carry out worthy activities and projects utilizing the democratic process.
- 1.8.** To foster an understanding of the functions of labor, entrepreneurial, and management organizations in the American free enterprise system.
- 1.9.** To develop competent, assertive business leaders.
- 1.10.** To develop and strengthen members' confidence in themselves and their work.
- 1.11.** To foster practical application of business and information technology education skills through competition.

Article II: Organization

Section 1. The Kirtland Central High School Region 1 shall be managed by an approved chapter advisor certified in Career and Technical Education, with support provided by Kirtland Central High School administration.

Section 2. The Kirtland Central High School Region 1 shall follow all policies and procedures as outlined by all Business Professionals of America governing documents.

Article III: Membership

Section 1. The Kirtland Central High School Region 1 shall follow the membership year as outlined by Business Professionals of America, which runs from September 1 through August 31.

Section 2. Membership in the Kirtland Central High School shall consist of Region 1 members enrolled in a business- or technology-related program of

study, with a career objective of gaining employment in a business-related career field.

Section 3. The Kirtland Central High School shall be open to all students regardless of race, color, religion, national origin or ancestry, age, sex, marital status, creed, sexual orientation, or disability.

Section 4. The approved chapter advisor of Kirtland Central High School shall set the annual chapter membership dues for student members.

Section 5. By paying dues and becoming a student member of the Kirtland Central High School, each student member agrees to abide by the guidelines set forth by Business Professionals of America, as well as any established state and local bylaws, rules and regulations, dress codes, and competitive event guidelines.

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Article IV: Leadership

Section 1. The approved chapter advisor and elected local chapter officers of the Kirtland Central High School shall manage the day-to-day operations and overall management of the chapter.

Section 2. The elected chapter officers of the Kirtland Central High School shall consist of the following positions, which will serve a one (1) year term:

Section 3. The approved chapter advisor reserves the right to remove a local chapter officer from their elected position for the following reasons:

- 3.1.** Not completing assigned tasks or duties within the officer team.
- 3.2.** Getting into arguments or disagreements with other team members that disrupt team unity.
- 3.3.** Behaving unprofessionally during official meetings or events, which reflects poorly on the team.
- 3.4.** Breaking the organization's code of conduct or ethical guidelines.
- 3.5.** Failing to communicate effectively or transparently with team members, leading to misunderstandings.
- 3.6.** Undermining the authority of the team leader or questioning decisions made by other officers.
- 3.7.** Participating in gossip, spreading rumors, or creating a negative atmosphere within the team.

3.8. Showing a lack of commitment or dedication to achieving the team's objectives.

3.9. Acting disrespectfully towards team members, advisors, or stakeholders.

3.10. Not upholding the organization's values and mission, thereby damaging the team's reputation or credibility.

Section 4. Conduct Detrimental to the Team

1. Failing to fulfill assigned responsibilities or duties within the officer team.
2. Engaging in conflicts or disagreements with other team members that disrupt team cohesion.
3. Displaying unprofessional behavior during meetings or events that reflects poorly on the team.
4. Violating the organization's code of conduct or ethical guidelines.
5. Not communicating effectively or transparently with other team members, leading to misunderstandings or lack of trust.
6. Undermining the authority or decisions of the team leader or other officers.
7. Engaging in gossip, spreading rumors, or creating a negative atmosphere within the team.
8. Showing a lack of commitment or dedication to the team's goals and objectives.
9. Demonstrating disrespectful behavior towards team members, advisors, or other stakeholders.
10. Failing to uphold the values and mission of the organization, causing harm to the team's reputation or credibility.

Section 5. Absence

- 3rd Absence:

- May result in probationary status

- Will require a written warning/Write-up, outlining specific areas for improvement

- May include a mandatory meeting with the chapter advisor to discuss progress and goals

- 4th Absence:

- Will result in dismissal from the officer position

- May include a review of the officer's performance and a plan for future improvement

- Will be subject to approval by the chapter advisor and/or organization leadership

ARTICLE V: Qualifications to run for office

Section 1. To be eligible to run for a chapter office, chapter members must meet the following qualifications:

1.1. Meet all qualifications established by the chapter advisor; and

1.2. Meet the qualifications outlined in the bylaws established by Kirtland Central High School, which include:

1.2.1. Maintaining a minimum cumulative grade point average (GPA) of 2.0; and

1.2.2. Having no failing grades (F's) in any subject.

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Article VI: Duties of Chapter Officers

Section 1. President: It shall be the duty of the President to preside at all business meetings; with the approval of the chapter advisor, 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 charge; serve as ex-officio, on-voting member of all committees; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the Kirtland Central High School..

Section 2. Vice President: It shall be the duty of the Vice President to serve in any capacity as directed by the President or chapter advisor; accept the responsibilities of the President as occasions may demand; assist in compiling and publishing the chapter annual report; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the Kirtland Central High School.

Section 3. Secretary: It shall be the duty of the Secretary to keep an accurate record of all chapter meetings; promptly submit one (1) printed copy of the minutes and any substantiating reports to the chapter advisor and President of the Kirtland Central High School; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the Kirtland Central High School.

Section 4. Treasurer: It shall be the duty of the Treasurer to keep accurate records of all financial transactions conducted by the chapter; provide a financial report at each chapter meeting; work closely with the President and chapter

advisor on fundraising initiatives; and promote the general welfare of Business Professionals of America and the Kirtland Central High School.

Section 5. Reporter: It shall be the duty of the Reporter to prepare and submit the Kirtland Central High School news to all news media; compile chapter activity news for the local newsletter; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the Kirtland Central High School.

Section 6. Historian: It shall be the duty of the Historian to document and submit all historical events such as conferences, meetings, etc.; compile local activities for the chapter scrapbook; be available for promoting the general welfare of chapter meetings; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the Kirtland Central High School.

Section 7. Parliamentarian: It shall be the duty of the Parliamentarian to advise the President and other chapter officers 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 local chapter meetings; rule on rules of order, should the occasion arise, during business meetings; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the Kirtland Central High School Region 1.

Section 8. Representative: It shall be the duty of the Representative to substitute for an absent Official and carry out the position for that meeting. Representative should keep an accurate record of all chapter meetings; promptly submit one (1) printed copy of the minutes and any substantiating reports to the chapter advisor and President of the Kirtland Central High School; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the Kirtland Central High School.

Section 9. IT Representative: It shall be the duty of the IT Representative to manage and keep technology ordinance, manage the technology and set up procedures needed at the Chapter Meetings. They shall report to the chapter advisor and President of the Kirtland Central High School; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the Kirtland Central High School.

Appendix V : Chapter Program of Work

Your Chapter Program of Work is your master plan designed to lead your chapter and is key for effective chapter management. Your program of work is a comprehensive plan of action, which includes your collection of goals, and overarching ambitions. Like a road map, the program of work informs members of where they are going, how they will get there, and when they have arrived. It is a timely, specific itemization of the chapter's priorities or objectives to meet current local challenges.

Chapter Name: Kirtland Central High School, Business Professionals of America (KCHS BPA)

Date Created: September 1, 2024

Chapter Website: <https://free-4923480.webadorsite.com>

Chapter Advisor: Ms. Lynn M. Foster

Chapter Officials:

- President: **BADONI, KAYLA**
- Vice President: **LEE, ELY**
- Secretary: **CURTIS, PATIEYA**
- Treasurer: **HURTADO, ISABELLA**
- Reporter: **MEDLEY, MADISON**
- Parliamentarian: **HORSLEY, PHILLIP**
- Historian: **ROANHORSE, EMILY**
- Representative: **HERRERA, JUBILEE**
- I.T. Representative: **KESTER CALEB**

Chapter Social Media Information:

- Twitter (X): none
- Instagram: kchs.bpa
- Facebook: Kchs Bpa
- SnapChat: none
- LinkedIn: none

Appendix V: Chapter Program of Work

List the activities or goals that you plan to accomplish in each of the following areas, which will help ensure effective chapter management.

Leadership Development:

- Host leadership workshops and training sessions
- Mentorship program for new members
- Officer elections and leadership team development

- Attend state and national BPA conferences
- Develop a chapter leadership handbook
- Outdoor team-building activities like escape room, ropes course, scavenger hunt.
- Leadership scavenger hunt, find and identify different leadership styles in nature.
- Volunteer day with a leadership twist, lead a team in a service project.
- Outdoor adventure leadership training like hiking, camping, kayaking.
- Host a leadership retreat or camping trip
- Host a leadership game night: team-building games, leadership-themed.
- Outdoor leadership simulation activities: mock survival scenario, team-building challenges.

Community Service:

- Organize a food drive or canned goods collection
- Volunteer at a local animal shelter or nursing home
- Participate in a park cleanup or environmental project
- Host a financial literacy workshop for the community
- Partner with a local business for a service project

Advocacy:

- Invite a guest speaker to discuss industry trends and issues
- Write letters to local representatives about business education
- Participate in a state or national advocacy campaign
- Host a career fair or industry exploration event
- Develop a chapter advocacy plan

Social/Networking:

- Host a chapter social or mixer
- Plan a team-building activity or outing
- Attend a regional or state BPA conference
- Host a networking event with local business professionals
- Develop a chapter social media plan

Fundraising:

- Host a bake sale or food fundraiser
- Organize a car wash or service event
- Sell chapter merchandise or apparel
- Apply for grants or sponsorships
- Host a fundraising dinner or auction

Appendix V: Chapter Program of Work

Now that you have identified the action items you would like to pursue during the school year, place deadlines and /or outline a timeframe on the calendar for when you hope to accomplish these activities.

In the 9 months giving, September 2024 - May 2025. The Chapter will hold 33 Officer Planning Session Day's and 9 Monthly Meetings.

9 Monthly Chapter Meeting

33 Planning Session Day's

SEPTEMBER	OCTOBER	NOVEMBER
Chapter meeting	Chapter Meeting	Chapter Meeting
5 Officer Plan Meeting	4 Officer Plan Meeting	3 Officer Plan Meeting
1 Service Project	1 Service Project	1 Service Project
DECEMBER	JANUARY	FEBRUARY
Chapter meeting	Chapter Meeting	Chapter Meeting
3 Officer Plan Meeting	4 Officer Plan Meeting	4 Officer Plan Meeting
1 Service Project	1 Service Project	1 Service Project
MARCH	APRIL	MAY
Chapter meeting	Chapter Meeting	Chapter Meeting
4 Officer Plan Meeting	4 Officer Plan Meeting	2 Officer Plan Meeting
1 Service Project	1 Service Project	1 Service Project

Appendix V: Chapter Program of Work

As chapter officers and advisors, we present this Program of Work as our plan for the current school year. We will communicate this plan with fellow members or our local chapter and report our accomplishments at the end of the year to chapter members and our local school board.

Date signed

Signature of the Chapter Advisor

Signature of the Chapter President

Signature of the Chapter Vice President

Signature of the Chapter Secretary

Signature of the Chapter Treasure

Signature of the Chapter Historian

Signature of the Chapter Parliamentarian

Signature of the Chapter Reporter

Signature of the Chapter Representative

Signature of the Chapter I.T Representative