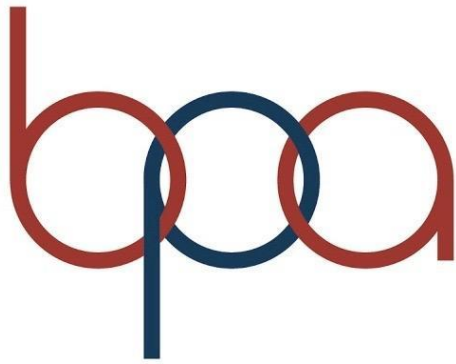




MASSACHUSETTS
**BUSINESS
PROFESSIONALS**
of AMERICA

Giving Purpose to Potential

Business Professionals of America, Massachusetts Association

Policies and Procedures Handbook

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POLICIES AND PROCEDURES

The purpose of this document is to provide consistent guidelines for the operation of the Business Professionals of America, Massachusetts Association (MA BPA).

The state association will follow all guidelines and procedures as outlined in the national and MA BPA Constitution & Bylaws. Consideration shall be given to special circumstances, which arise where neither the national governing documents nor state policy has been established.

I. Organization

A. Board of Directors

- a. The Board of Directors is the governing body of the state association as outlined in the MA BPA Constitution & Bylaws and will assume all duties and responsibilities outlined as such. The Board of Directors will elect a chair, vice-chair and treasurer/secretary following the Annual Advisory Council meeting.
- b. The Board of Directors will meet at least three times per year, in regular session, as defined in the MA BPA Constitution & Bylaws. The State Director, Board Chair, or any three Board Members may request a special meeting in writing.
- c. All Board Members are expected to attend Board Meetings. In accordance with the constitution, 24-hour notice must be given to the Chair if a Board Member is unable to attend the electronic meetings. A Board Member who misses three (3) electronic meetings will be subject to removal from the Board of Directors. Exceptions may be given for extenuating circumstances in the event of a Board Member's absence.
- d. The Board of Directors is the governing authority to appoint committees and contract services as needed to handle the operation of the state organization.
- e. The State Director shall be appointed by the Board of Directors.
- f. Board Members must disclose any and all potential conflicts of interest as outlined in the state Conflict of Interest policy.
- g. Board members will agree to perform their respective key responsibilities as outlined in the MA BPA Constitution & Bylaws.
- h. A majority of the members of the Board of Directors shall constitute a quorum.
- i. If necessary, the lodging expenses at the State Leadership Conference for the Alumni Representatives, Business Representatives, and At-Large positions of the Board of Directors will be covered by the state association.
- j. The Board Member(s) will be expected to actively participate in the operation of the State Leadership Conference. Activities can include but are not limited to judging, proctoring, grading, and volunteering.

B. Membership

- a. The organization will be made up of any secondary student within the state of Massachusetts or post-secondary student (where their current primary residence is the state of Massachusetts), who meets requirements as defined in the state constitution.

- b. Students previously or currently enrolled in a career and technical approved business or technology program, and/or have a career interest in business and technology occupations are eligible for membership.
- c. The membership year shall be September 1 through August 31.
- d. Chapter advisors shall submit state membership dues to the national association by November 1. The final deadline for adding supplemental membership is February 15. Annual dues for membership shall be established by the Board of Directors.

C. Chapter Advisors

- a. Chapter advisors shall submit conference registration(s) by the designated date.
- b. Chapter advisors shall adhere to dress code guidelines.
- c. Chapter advisors shall enforce the dress code guidelines of their students.
- d. Chapter advisors are accountable for the conduct of their students.
- e. At all levels of competitive events and conferences, chapter advisors will be assigned responsibilities and will perform those duties including, but not limited to:
 - i. Carefully reading and following the Workplace Skills Assessment Program guidelines.
 - ii. Bringing general supplies needed to administer/proctor the competitive event assigned.
 - iii. Being punctual—ready to administer the assigned competitive event.
 - iv. Thoroughly briefing judges in specifications and logistics for assigned events.
 - v. Maintaining the integrity of the event by following Grievance Committee procedures and not disqualifying students or disallowing any student to participate in a contest.
 - vi. Advisors who cannot fulfill their assignments are responsible for finding a replacement.
 - vii. Maintain the confidentiality of events that have been proctored or graded by advisors.
- f. Failure to follow guidelines and perform assigned duties will result in a written reprimand from the Board of Directors to the advisor and his/her school administration.

D. State Director

- a. Serve as the chief executive officer of Business Professionals of America, Massachusetts Association.
- b. Attend all Board Meetings, ex-officio.
- c. Provide a written report to the Board of Directors at each meeting. Summaries can include but are not limited to membership details, conference information/updates, association updates, or financial information.
- d. Serve as an ex-officio member of all Board-appointed committees, as requested.
- e. Be evaluated annually by all members of the Board of Directors based on the State Director Evaluation Form in Appendix B:

- i. The review process will take place after the conclusion of the State Leadership Conference.
- ii. Board Members will submit their evaluation forms to the Secretary by the July meeting of the Board of Directors
- iii. The Secretary will compile the Evaluation forms and provide a report of the results to the Chair.
- iv. An ad hoc committee of all existing Board Members will be formed by the Chair to review the evaluations with the State Director by the August meeting of the Board of Directors.

II. Financial

- A. The state organization's fiscal year runs from July 1st through June 30.
- B. The Board of Directors is responsible for overseeing all financial transactions of Business Professionals of America, Massachusetts Association
- C. The State Director is responsible for the receipt and disbursement of funds.
- D. The State Director is responsible for generating an annual financial report and budget. The budget for the coming fiscal year will be approved by the Finance committee and submitted to the Board of Directors before the June meeting of the full Board of Directors.
- E. The budget will include but not be limited to the following items:
 - a. Summarized list of revenue and expenses for the coming fiscal year
 - b. Revenue and expense breakdowns of the individual line items listed in the summary.
- F. All authorized meals will be expensed for up to \$25 per person per meal. This amount can be averaged for those requiring multiple meals in one day (e.g. NLC travel, etc.) not to exceed \$75 per person per day. Anything above this amount must be pre-approved by the State Director (the Secretary/Treasurer must provide pre-approval if the expense is incurred by the State Director) or paid for out of pocket by the purchaser. No alcoholic beverages will be expensed.
- G. All requests for reimbursement must be submitted to the State Director within thirty (30) days of the expense being incurred. Mileage reimbursement will be based on current IRS rates.
- H. The State Director will approve and process all reimbursement requests. The Secretary/Treasurer must sign off on any reimbursement requests submitted on behalf of the State Director.
- I. Proof of purchase is required for all reimbursements, except those for tolls and mileage.
- J. Any total reimbursed expense exceeding \$500 over the approved budget must be pre-approved by the Secretary/Treasurer.
- K. Any unforeseen expenditure exceeding \$1,000 over the approved budget must be approved by the Board of Directors.
- L. When possible, three (3) bids must be received for contractual services over \$1,000. The State Director must approve all contractual obligations.
- M. Any exceptions to this policy must be approved by the Board of Directors.

III. State Leadership Conference

A. Purpose

- a. Compete in a variety of Workplace Skills and Assessments (WSAP) set forth by the National Office.
- b. Participate in a variety of workshops set forth by the MA BPA Staff, State Officer Team, or Board of Directors.
- c. Participate or campaign in MA BPA State Officer Elections for the upcoming year.
- d. Participate in an Internship program to perform tasks pertinent to the operation of the State Leadership Conference.
- e. Participate in the Torch Awards program to accrue professionalism and leadership points in both career development and personal growth.
- f. State Director shall have the authority and responsibility to conduct and manage SLC.

B. Attendance Eligibility

- a. Be an active paid member of Business Professionals of America, Massachusetts Association.
- b. Have the approval of the school administration.
- c. Have the approval of the chapter advisor.
- d. Have the approval of parent or guardian unless the student is of legal age.
- e. Be an active participant of the conference as a competitor, intern, chapter officer, State Officer candidate, or in a capacity designated by the chapter advisor.

C. Registration and Refunds

- a. Registration is required by the deadline set by the State Director.
- b. All registration changes after the deadline must make special arrangements with the State Director or Competitive Events Coordinator.
- c. No refunds will be given after the Chapter advisor registers an individual for the State Leadership Conference.

D. Competitive Events

- a. See Appendix A for Competitive Events Policies and Procedures.
- b. Decisions of the judges are final and shall not to be changed by any chapter advisor, proctor, State Director, or Board Member.
- c. In the event of a conflict, the chain of command should be: Assistant Competitive Events Coordinators, Head Competitive Events Coordinator, State Director, Grievance Committee (See Section IX).

E. Election of State Officers

- a. Eligibility
 - i. All active Secondary and Post-Secondary student members in good standing shall be eligible to serve on the Massachusetts State Office Team.
 - ii. A candidate must meet the qualifications as established by the State Officer Election Handbook on mabpa.org.

- b. Election Procedures
 - i. Candidates must submit the required documents before the deadlines established by the State Officer Election Handbook.
 - ii. Candidates shall give a speech to the membership at the State Leadership Conference.
 - iii. Candidates shall attend all campaign related meetings.
 - iv. The election of the State Officer Team will take place at the State Leadership Conference.
 - v. Candidates will be interviewed and placed in officer positions by a placement committee. A candidate will not run for a specific position.
 - vi. The State Officer Team will be announced at the conclusion of the State Leadership Conference.
- c. Removal from Office
 - i. Officers who fail to carry out the responsibilities required of them risk removal from the State Officer Team.
- d. All guidelines, exact timeline of events, and additional information may vary year to year and be found in the Secondary and Post-secondary State Officer Election Handbooks on mabpa.org.

F. Executive Officer Candidates

- a. Eligibility
 - i. All active student members in good standing shall be eligible to be selected as a candidate for Executive Office.
 - ii. Applicants must have a 2.75 cumulative grade average based on a 4.0 scale. For Secondary, the cumulative average shall include all subjects taken the applicant's entire high school career. For Post-secondary, the cumulative average shall include all subjects taken the last two terms. An official school transcript shall accompany the applicant's nomination form.
 - iii. Applicants must be currently serving or formerly have served as an elected officer at any level of BPA.
 - iv. A member cannot serve as an officer at any other level of BPA while serving as an Executive Officer.
- b. Application Process
 - i. MA BPA may nominate up to two (2) candidates for Executive Office in the Secondary Division and up to two (2) candidates for Executive Office in the Post-secondary Division.
 - ii. Each applicant will be interviewed by a Placement Committee that is appointed by the State Director. This committee shall include (1) former or current Executive Officer; one (1) individual with current or former BPA experience at the national level; one (1) current Board Member; and the State Director will serve as an ex-officio, non-voting member.
 - iii. The Placement Committee shall recommend a maximum of two (2) applicants for each division for the State Director to consider.

- iv. The State Director shall have the final decision to approve a maximum of two (2) applicants for each division to become candidates to run for Executive Office.
- v. The candidates must submit the required documents before the deadlines established by the Executive Officer Applicant Handbook on members.bpa.org
- c. All guidelines, exact timeline of events, and additional information may vary year to year and be found in the Executive Officer Applicant Handbook on members.bpa.org.
- d. MA BPA guidelines will be communicated as necessary.

IV. Insurance

- A. The State Director shall evaluate and recommend to the Board of Directors an Event Liability policy which will best protect those who attend the annual State Leadership Conference.
- B. The State Director shall evaluate and recommend to the Board of Directors a Non-Profit Management Liability Coverage Policy which will best protect the MA BPA Staff, State Officer Team, and Board Members of the organization.
- C. The State Director shall secure all insurance policies on an annual basis before the start of the State Leadership Conference.

V. Document Retention

- A. Format
 - a. Paper or electronic documents indicated in the following tables will be maintained by the MA BPA Staff and the Board of Directors.
 - b. Electronic documents are required to be stored on the organization's Google Drive.
 - c. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated audit, investigation, or legal proceeding.
- B. Corporate Records

Annual Report to Secretary of State or AG	Permanent
Articles of Organization	Permanent
Board Meeting Minutes	Permanent
Policies and Procedures	Permanent
MA BPA Constitution & Bylaws	Permanent
IRS Tax-exempt status (Form 1023)	Permanent
Contracts	7 years after termination

C. Accounting and Tax Records

Annual Audits	Permanent
Year-End Financial Statements	Permanent
IRS Form 990 Tax Returns	Permanent
General Ledgers (QuickBooks)	7 Years
Invoices	7 Years
Receipts (Cash or Credit Card)	3 Years

D. Bank Records

Check Registers	7 years
Bank Deposit Slips	7 years
Bank Statement	7 years

E. Donor and Grant Records

Donor Records and acknowledgment letters	7 years
Grant Applications	7 years after expiration

F. Legal and Insurance Records

Insurance Policies	Permanent
General Contracts	3 years after expiration

G. Human Resource Records

Employment Agreements	Permanent
Performance Appraisals	4 Years after termination

H. Payroll Records

Payroll Records	Permanent
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VI. Conflict of Interest

- A. The Conflict of Interest Policy for Business Professionals of America, Massachusetts Association can be found in the [MA BPA Constitution & Bylaws](#).

VII. Nondiscrimination Policy

- A. Business Professionals of America, Massachusetts Association shall not discriminate against any person in any manner on the basis of sex, age, religion, physical or mental disability, race, sexual orientation, national origin, ethnicity, marital status, or gender identity and expression.

VIII. Harassment Policy

- A. Business Professionals of America, Massachusetts Association maintains a strict policy of prohibiting unlawful harassment of any kind. This includes but not limited to sexual harassment and harassment based on race, color, religion, national origin or ancestry, age, sex, marital status, or disability. This policy applies to all members of Business Professionals of America, Massachusetts Association.
- B. Any member found to be in violation of this policy will be subject to discipline up to and including a permanent ban on membership in Business Professionals of America.

IX. Grievance Policy

- A. A grievance must be communicated in writing from the chapter advisor to the State Director.
- B. A grievance can address areas involving, but not limited to code of conduct, ethics, competitive events, harassment, and discrimination.
- C. Any grievance relating to a competitive event must be submitted before the close of the State Leadership Conference.
- D. A committee will be established in the event of a grievance being filed to address the report and determine appropriate actions.
- E. The grievance committee will be composed of the State Director, a non-involved local chapter advisor, and a member of the Board of Directors. Should a Board Member not be available the State Director will appoint a third member.
- F. The grievance committee will respond to the grievance report.
- G. Any grievances involving the State Officer Elections shall refer to the State Officer Election Manual.

X. Social Media Policy

- A. Social media presents a powerful and acceptable platform to broadcast the activities and camaraderie experienced at Business Professionals of America events. The Social Media Policy sets guidelines for social media use for the Business Professionals of America, Massachusetts Association.
A Social Media presence is important, and as a member of MA BPA, your social media activities reflect upon the brand and perception of MA BPA to others.

- B. Members are encouraged to:

- a. Effectively and positively communicate with friends, family, and others in your social network.
 - b. Share your BPA activities and accomplishments on public social media platforms using #hashtags and mentions to attract positive attention to your individual and chapter contributions and to the work of MA BPA.
 - c. All social media posts should be appropriate and portray MA BPA in a professional manner.
 - d. Use social media to engage and network with MA BPA members and chapters.
- C. MA BPA reminds all members that you are never anonymous on social media and that your posts will never disappear. Your social media activities will build your digital footprint, and this digital portfolio will be used to assess your character, credentials, and credibility for college admissions, scholarships, and employment. MA BPA encourages all members to use social media in a pragmatic, productive, and positive way. As such, any malicious use of social media platforms shall not be tolerated. Malicious use may include, but not be limited to:
- a. Photos, videos, or comments that are unprofessional, derogatory, demeaning, incriminating, or threatening toward any other individual or entity (examples: derogatory comments regarding conference properties, taunting comments aimed at another MA BPA member, and derogatory comments about race and/or gender).
 - b. Photos, videos, or comments that depict or encourage unacceptable, violent, or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, or illegal drug use).
- D. Anyone found violating this policy may be disqualified from their event(s) and or expelled from the conference, and their membership can be subject to termination. If necessary, appropriate legal actions may be taken. MA BPA reserves the right to monitor and remove any user's access to any MA BPA social media account at any time, without notice or consent. Additionally, MA BPA may remove, delete, block, filter, or restrict any comment or post at the discretion of the chapter advisor and/or State Director if deemed inappropriate and/or offensive.
- E. These policies have been established to represent Business Professionals of America, Massachusetts Association correctly and effectively across all social media platforms, and any website.

XI. Communication

- A. Staff members will be provided with an official MA BPA email address. They are expected to use this email address for all official communication.
- B. State Officers will be provided with an official mabpa.org email address. State Officers are expected to use this email address for all official communications.

- C. All official email addresses will be provided within thirty (30) days of starting the position. All user access will be revoked within thirty (30) days after the completion of duties. If a member's role is vacated prior to their term expiring, access will be revoked immediately.
- D. Role-based email addresses can be created with the approval of the State Director (e.g., chair@mabpa.org).
- E. The State Director may make exceptions to these terms on an as needed basis.

XII. Policies and Procedures Handbook Revisions

- A. Changes to Policies and Procedures
 - a. Proposed amendments to the Policies and Procedures Handbook may be submitted by any MA BPA member.
 - b. The proposed amendment(s) shall be submitted in writing to the Chair of the Board of Directors and the State Director.
 - c. All proposed amendments will be reviewed by the Policies and Procedures Committee of the Board of Directors.
 - d. All proposed amendments approved by the Policies and Procedures Committee will be submitted to the Board of Directors for final review and approval.
- B. Implementation Date
 - a. Proposed amendments to the Policies and Procedures Handbook that have been approved by the Board of Directors shall be implemented immediately upon approval unless otherwise stated.

Appendix

A. Contest Procedures for Competitive Events; Secondary and Post-secondary

Entries

1. A contestant may enter two judged events and two written events. Entries beyond the maximum amount are permitted at the discretion of the Competitive Events Coordinator or State Director.
2. Contestants are advised that they may not be able to compete in every State Leadership Conference event at the National Leadership Conference.
3. General/Open events are available to every contestant and do not count again the maximum number of allowed events.
4. Registration for all events, except the General/Open events, must be submitted by the due date.
5. Substitutions can be made to the team judged events in coordination with the Competitive Events Coordinator prior to the start of SLC.

Competitive Event Winners

1. Judged Team Events

- a. The top two teams in each event will advance to the National Leadership Conference.
- b. Awards will be given to the top five teams in each event.

2. Individual Judged Events

- a. The top three contestants in each event will advance to the National Leadership conference.
- b. Awards will be given to the top five contestants in each event.

3. Written Events

- a. The top five contestants in each event will advance to the National Leadership conference.
- b. Awards will be given to the top five contestants in each event.

In Judged events, where preliminary and final sections are required, only students that qualify and compete in the final round are eligible to advance to the National Leadership Conference. Should a qualifier not be able to attend the National Leadership Conference alternates will be moved up in the order they have placed.

If there is only one round of judging all scores for the event will be ranked. All contestants in that event could be eligible for advancement to the National Leadership Conference. Should a qualifier not be able to attend the National Leadership Conference alternates will be moved up in the order they have placed.

Ultimate approval of eligibility shall be at the discretion of the State Director and the MA BPA Staff.

B. State Direction Evaluation Form

State Director: _____

Reviewer's Name: _____

Purpose: This performance appraisal is intended to summarize and recognize the Massachusetts BPA State Director's contributions during a review period. It is also intended to assist in the personal development of the individual.

Instructions: Please use the rating categories when assessing performance results against job responsibilities from the job description.

Job Responsibilities:

3 – Exceeds Expectations

2 – Meets Expectations

1 – Below Expectations

Performance Ratings	3	2	1
Communicate with the association members and Board of Directors.			
Plan, organize and facilitate fall leadership conference to deliver quality professional development, leadership, and competitive events to individual members, chapters, and advisors.			
Plan, organize and facilitate state leadership conference to deliver quality professional development and leadership opportunities to individual members, chapters, and advisors.			
Oversee and manage the MA BPA Staff and contractors ensuring that assigned duties and jobs are executed precisely and on time.			
Plan and oversee responsibilities for the administration of competitive events at the State Leadership Conference including judges, scoring, and awards.			
Maintain all membership records for the association and file appropriate reports to Board of Directors, BPA National organization, and grant applications and paperwork for MA Department of Elementary & Secondary Education by appropriate deadlines.			
Assist with the development and delivery of student leadership training for State Officer Team and local members.			
Serve as the State Director and liaison among all support groups to the National BPA Organization.			
Provide professional development and technical assistance to current and future BPA chapter advisors.			
Enhance the progress and expansion of BPA by looking at opportunities to grow the association in Massachusetts.			
Attend appropriate development conferences.			

Evaluation of Factors Affecting Performance:

(Comment on only the appropriate factors)

3 – Exceeds Expectations

2 – Meets Expectations

1 – Below Expectations

Performance Ratings	3	2	1
ADAPTABILITY – Adapts readily to constructive suggestions, new situations, changing demands, or unique work requirements. Maintains acceptable performance level in varying situations.			
COMMUNICATION – Communicates orally and in writing, in a clear, concise manner. Effectively communicates information to individuals and groups. Demonstrates good listening skills.			
CUSTOMER SERVICE – Assesses member/advisor needs accurately and seeks to understand and be responsive to them. Provides service in a timely, accurate and pleasant manner. Maintains a positive service attitude.			
INTERPERSONAL EFFECTIVENESS – Establishes and maintains positive working relationships with others. Demonstrates teamwork and the ability to negotiate in a diplomatic manner to resolve conflicts. Displays professionalism.			
JOB KNOWLEDGE AND APPLICATION – Effectively applies knowledge and skills required to perform job. Demonstrates ability and initiative to learn new concepts. Generates creative and innovative ideas.			
PROBLEM ANALYSIS AND RESOLUTION – Determines problems and develops and implements reasonable solutions. Consistently demonstrates the ability to make sound and objective decisions.			
INITIATIVE – Works with minimal supervision and direction. Knows when to make decisions independently and when to consult others.			
SELF-DIRECTION – Willingly accepts assignments and displays initiative to assume new/additional work.			
WORK HABITS – Manages time effectively. Establishes priorities for completion of work to meet deadlines. Possesses good planning and organizational skills.			

Strengths (please provide one):

Areas for Improvement (please provide one):

Additional Comments: