



STATE AND NATIONAL OFFICERS

STATE OFFICERS

One of the most important requirements of a successful organization is well-qualified and dependable officers. Capable leaders will be able to conduct the business of an organization in a well-organized and acceptable fashion. Capable leaders will see that an effective program of work is carried out in the best interest of the individual members, chapters, schools, and communities.

It is the duty of the members of the chapter to elect officers based on their qualifications and abilities. In the election of officers, the candidates for each office should be measured according to their ability to perform the duties and responsibilities as listed in this Handbook.

Elected state officers for FBLA shall be president, six vice presidents, secretary, treasurer and reporter. The state parliamentarian shall be appointed in accordance with Article IV, Section 3 of the State Bylaws and regulations listed below. The elected officers, with the exception of the six vice presidents, will be elected by the use of a voting machine at the State Leadership Conference. Run-off elections will be done by voting machine. The election will be held in accordance with the Bylaws of the State Chapter. The six vice presidents will be elected at the District Spring Conferences in accordance with the State Bylaws.

State Officer Candidate Requirements

- Candidates for state office must
 - Be on record in the national FBLA office as paying dues on or before February 1 of the current year
 - Be an active member of FBLA for a minimum of one semester
 - Have at least one year remaining in his or her high school education program
 - File an application on the official form by the established deadline
 - Be recommended by the local adviser and have evidence of support by the school and chapter
 - Present a two-minute speech at the conference
- No two officers shall be **elected** from the same chapter.
- No chapter may hold the same elected office for two years in succession.
- Candidate for parliamentarian with the highest score on the parliamentary procedure test will be appointed state parliamentarian.

State Officer Requirements

- Officers and their advisers are required to attend the State Officers Training.
- Officers and their advisers are required to attend the Executive Council meetings.
- Officers and their advisers are required to attend the National Leadership Conference and the National Fall Leadership Conference and must travel with the state group.
- Officers must be willing to fulfill the duties of officers as outlined in Article V of the State Chapter bylaws.

THE ROLE OF A STATE OFFICER

Why did you run for office? **YOU** know your reasons, but your members are not going to know them – without you telling them! Within about three months, one look at your file in the state office will provide the answer. Your total performance is not going to be based on how many letters you write or what you may say, but your attitude about your responsibility as a state officer will be evidenced by the contents of your file. For example, there were several officers from previous years who had nothing in their files except their original application form for state officers. How do you think the FBLA members who elected them would react? By running for state office, you indicated you are willing to accept some responsibility for its future. By being elected and installed as a state officer, you automatically accept a responsibility to the organization and its members. The only person you must answer to as to how well you fulfill that responsibility is you.

DUTIES AND RESPONSIBILITIES OF STATE OFFICERS

State President

1. Preside at the State Leadership Conference and all State Executive Council meetings.
2. Know parliamentary procedure and conduct business according to *Robert's Rules of Order, Newly Revised*.
3. Serve as ex-officio member of all committees.
4. Represent the state association when necessary: ABEA state meetings, PBL state meetings, CTSO Day at State Capitol, etc.
5. Respond to all correspondence within a week of receipt. Send a copy of the correspondence to the state adviser with your monthly officer report.
6. Submit monthly officer reports to the state adviser by the 5th of each month as outlined in the officer training manual.
7. Keep receipts for every FBLA expenditure that you spend for state business. State expenses will be reimbursed upon approval of the state adviser. Claims for reimbursement should be mailed to the state adviser.
8. Work closely with the state vice president from your district as he/she may be required to assume the duties of the president if you are unable to perform the duties of the office and must resign the office.
9. Attend the National Leadership Conference and the National Fall Leadership Conference. Must travel with the state group and be accompanied by your local adviser.
10. Attend state officer training and the State Leadership Conference with your local adviser.
11. Develop the State Annual Business Report and submit five (5) copies to the state adviser by the agreed-upon deadline.

State Vice President

1. Preside at the following District conferences and meetings: Fall Leadership Conference, the Spring Leadership Conference, and the Executive Council Meetings.
2. Have an agenda and follow it. Prepare a script to be followed at each meeting at least **seven days** prior to the meeting. You should have your local adviser and district coordinator review the script.
3. Organize an overall plan of action (program of work) for a district-wide program.
4. Write follow-up "thank you" letters to host schools and others who helped with the district conferences.
5. Know parliamentary procedure and conduct business according to *Robert's Rules of Order - Newly Revised*.
6. Serve as ex-officio member of all district committees.
7. Represent your district at special school events.
8. Attend the National Leadership Conference and the National Fall Leadership Conference. Must travel with the state group and be accompanied by your local adviser.

9. Represent the schools in your district on the State Executive Council.
10. Respond to all correspondence within a week of receipt. Send a copy of the correspondence to the district coordinator and state adviser as well as a copy of your reply. Attach to your state officer's monthly report to the state adviser.
11. Submit monthly officer reports to the state adviser, district coordinator, and state president by the 5th of each month as outlined in the officer training manual.
12. Keep receipts for every FBLA expenditure for district or state business. District expenses will be reimbursed upon approval of the district coordinator. Claims for district reimbursement should be mailed to the district coordinator for approval. Claims for state reimbursement should be mailed to the state adviser for approval.
13. Work closely with the district vice president as he/she may be required to assume the duties of the state vice president if you are absent or unable to perform the duties of the office.
14. Keep all district documents and present them to the newly-elected state vice president.
15. Attend state officer training and the State Leadership Conference with your local adviser.

Secretary

1. Serve as recorder for all official meetings:
 - a. Executive Council meetings
 - b. State Leadership Conference
2. Maintain a permanent record book of minutes during your term of office.
3. Keep records of the number of votes cast on each item of business.
4. Prepare a complete record of the annual State Leadership Conference and send a copy to the state adviser and state president within ten days of the conference.
5. Send thank-you letters to all workshop presenters after the State Leadership Conference.
6. Prepare all records to be presented to the newly-elected secretary at the end of your term.
7. Have on hand for each meeting the following items:
 - a. Secretary's notebook and minutes of the previous meeting
 - b. List of committees and committee reports
 - c. Copies of the constitution and bylaws
 - d. Copy of State Handbook
8. Prepare the minutes of all the Executive Council meetings and distribute to all Executive Council members. These must be approved by your adviser and the state adviser before mailing.
9. Respond to all correspondence within a week of receipt. Send a copy of correspondence as well as a copy of your reply to the state adviser with your monthly officer's report.
10. Submit monthly officer reports to the state adviser and state president by the 5th of each month as outlined in the officer training manual.
11. Keep a file of all correspondence and projects to be transmitted to the next year's secretary.
12. Keep receipts for every FBLA expenditure for state business. State expenses will be reimbursed upon approval of the state adviser. Send reimbursement forms to the state adviser for approval.
13. Attend the National Leadership Conference and the National Fall Leadership Conference. Must travel with the state group and be accompanied by your local adviser.
14. Attend state officer training and the State Leadership Conference with your local adviser.

Treasurer

1. Give financial reports as called for by the state president.
2. Be in charge of on-site registration at the State Leadership Conference.
3. Submit monthly officer reports to the state adviser and state president by the 5th of each month as outlined in the officer training manual.
4. Respond to all correspondence within a week of receipt. Send a copy of correspondence as well as a copy of your reply to the state adviser with your monthly officer report.
5. Keep receipts for every FBLA expenditure for state business. State expenses will be reimbursed upon approval of the state adviser. Send reimbursement forms to the state adviser for approval.
6. Attend the National Leadership Conference and the National Fall Leadership Conference. Must travel with the state group and be accompanied by your local adviser.
7. Attend state officer training and the State Leadership Conference with your local adviser.

Reporter

1. Act as public relations officer for the state.
2. Publish two issues of the state newsletter. The first issue must be distributed the first week of December and the second issue must be distributed the first week of April.
3. Work closely with the district reporters to obtain at least five articles from local chapters to be included in the state newsletter. These articles should be short, concise news briefs.
4. Submit monthly officer reports to the state adviser and state president by the 5th of each month as outlined in the officer training manual.
5. Respond to all correspondence within a week of receipt. Send a copy of correspondence as well as a copy of your reply to the state adviser with your monthly officer report.
6. Keep receipts for every FBLA expenditure for state business. State expenses will be reimbursed upon approval of the state adviser. Send reimbursement forms to the state adviser for approval.
7. Attend the National Leadership Conference and the National Fall Leadership Conference. Must travel with the state group and be accompanied by your local adviser.
8. Attend state officer training and the State Leadership Conference with your local adviser.

Parliamentarian

1. Be prepared to advise the presiding officer and other members of the State Executive Council on points of parliamentary procedure.
2. Have reference material pertaining to acceptable parliamentary procedure available to refer to should the need arise.
3. Be ever alert and call the Chair's attention to significant irregularities in procedure.
4. Be prepared to explain any irregularity and its effect on the fair and equal rights of all members.
5. Submit monthly officer reports to the state adviser and state president by the 5th of each month as outlined in the officer training manual.
6. Respond to all correspondence within a week of receipt. Send a copy of correspondence as well as a copy of your reply to the state adviser with your monthly officer report.
7. Keep receipts for every FBLA expenditure for state business. State expenses will be reimbursed upon approval of the state adviser. Send reimbursement forms to the state adviser for approval.
8. Attend the National Leadership Conference and the National Fall Leadership Conference. Must travel with the state group and be accompanied by your local adviser.
9. Attend the state officer training and the State Leadership Conference accompanied by your local adviser.

RESPONSIBILITIES OF LOCAL ADVISERS TO FBLA STATE OFFICERS

Before completing the state officer's application, it is important that the officer applicant and his or her local adviser review carefully the State Bylaws, Officer Guidelines and Procedures, and Responsibilities of Local Advisers to FBLA State Officers.

The responsibilities outlined below have been prepared to assist the local adviser in helping his or her state officer serve a successful term:

1. Encourage a student to run for a state office only after certain important judgments are made. Be sure that you understand the duties of the office being sought. Send in the application only if you are certain that the student has the dedication, ability, and time to perform all duties. Advisers must also accept these responsibilities for assisting their officer and should secure the endorsement and support of parents, school officials and employers (if applicable).
2. Make arrangements with your local school administration to assure that you and the officer will be able to attend all required meetings.
3. Be prepared to devote additional office and personal time to your state officer, especially for the office of state president and state reporter. Helping your officer get organized is important. He or she must learn to budget time and keep materials readily available. Adequate file space and a good filing system are essential. Secure the assistance of a good secretary – either an FBLA member or someone outside the program – who will devote time and effort to you and your officer. All must pitch in during critical periods.
4. Be informed about state and national programs, priorities, and critical issues so ideas and counsel may be given to your officer. Don't expect the officer to understand issues and have background information without assistance. Take an active part in helping your officer reach his or her personal and organizational goals.
5. Assist your officer in making travel plans. Accompany the officer. Be sure the officer understands the potential dangers involved in traveling and takes proper safety precautions.
6. See that your officer accepts these responsibilities:
 - A. Acquire good basic knowledge of the organization and be capable of discussing ideas and issues intelligently.
 - B. Portray the proper image when representing the organization:
 1. Color-coordinated business attire for daytime and appropriate clothing for evening.
 2. Correct grammar usage
 3. Proper manners
 4. Good attitude and public relations skills in working with individual members and chapters
 - C. Prepare appropriate speeches when asked to visit local, district, state conferences, business, and civic groups. Local advisers should review speech materials, outlines, etc., and the officer should practice the speech before an appearance.
 - D. Answer correspondence and send "thank you" letters promptly. The local adviser should **proofread** all correspondence before mailing. The officer should write correspondence and articles and present them to the adviser for suggestions and any necessary changes.

- E. Promptly submit state officer monthly reports to the state adviser, state president, state reporter, and district coordinator (state vice presidents only) by the 5th of each month.

It is sometimes difficult for the adviser to play the dual role of adviser and teacher. The relationship between adviser and officer is critical to the success of the local, state and national chapters. The officer may not always be receptive to advice, and a special effort should be made by advisers to overcome this sometimes delicate situation. The officer must realize that with the local adviser's signature on the application, they pledge their support to the office and organization.

QUALIFICATIONS AND PROCEDURES FOR NATIONAL OFFICER CANDIDATES

National Officers. The national elected officers of FBLA shall be a president, five vice presidents representing the respective regions, a secretary and a treasurer.

Qualifications for National Office:

- A. Only active members are eligible to hold a national office.
- B. Only those applicants who are present at the National Leadership Conference and officially certified by the Officer Screening Committee shall be eligible for nomination.
- C. To be considered for a national office in FBLA, a candidate shall
 1. Submit an application, resume, program of work, school transcript, and national officer requirement sheet to the state office by the deadline stated in the State Leadership Conference packet.
 2. Be approved by a screening committee composed of business persons, former national officers (if available), and the FBLA State Chairman/State Adviser or designated member of the Board of Directors.
 3. Give a campaign speech at the Opening General Session at the State Leadership Conference.
 4. Attend the voting delegate caucus and answer questions from the voting delegates.
 5. Voting for the national officer candidates will be held with state officer voting. A majority vote is required.
 6. Results will be announced during the Business Session.
- D. Members applying for national parliamentarian must be a member of the parliamentary procedure team competing at the national conference or have the highest score at the state conference among non-qualifying teams or state parliamentarian candidates and receive approval from the state office to apply. Parliamentarian candidates do not go through state screening, campaigning or election at the state conference.

**NATIONAL OFFICER CANDIDATE
Requirement Sheet**

1. Must have held a local and/or district office.
Local offices(s) held and year _____
District office(s) held and year _____
2. Must have a grade point average of at least 3.0.
Grade point average (attach transcript) _____
3. Must have attended at least one National or National Fall Conference, State Conference, Fall and Spring District Conferences.
National Conference(s) attended _____
National Fall Conference(s) attended _____
State Conference(s) attended _____
Fall District Conference(s) attended _____
Spring District Conference(s) attended _____
4. Must have entered a competitive event.
Event, year and level (district, state, or national) _____

5. Member of FBLA for at least two years.
Number of years a member of FBLA _____
6. Attach written letters of support from local adviser and school administration.
7. List participation in at least three state or national FBLA projects.

8. Must be running for a state office* this year or have held a state office.
List state office held or running for. _____

*If running for state office, must be elected to the state office to be eligible for consideration as national officer candidate.