

# STATE HANDBOOK

## FBLA SENIOR LEVEL DIVISION



**ARKANSAS CHAPTER  
FUTURE BUSINESS LEADERS OF AMERICA**

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## **History of Arkansas FBLA**

On, May 1, 1954, Arkansas held its first state conference at the Marion Hotel in Little Rock Arkansas, to adopt a constitution, elect state officers, and petition for a state charter. Miss. Dorothy Frazier of Little Rock was elected the first state president. The Arkansas Chapter of FBLA was chartered June 14, 1954, with 18 local chapters. In 1958, Mr. Frederick Basco was named State Chairman of FBLA and an extensive campaign was launched to increase the number of chapters in the State.

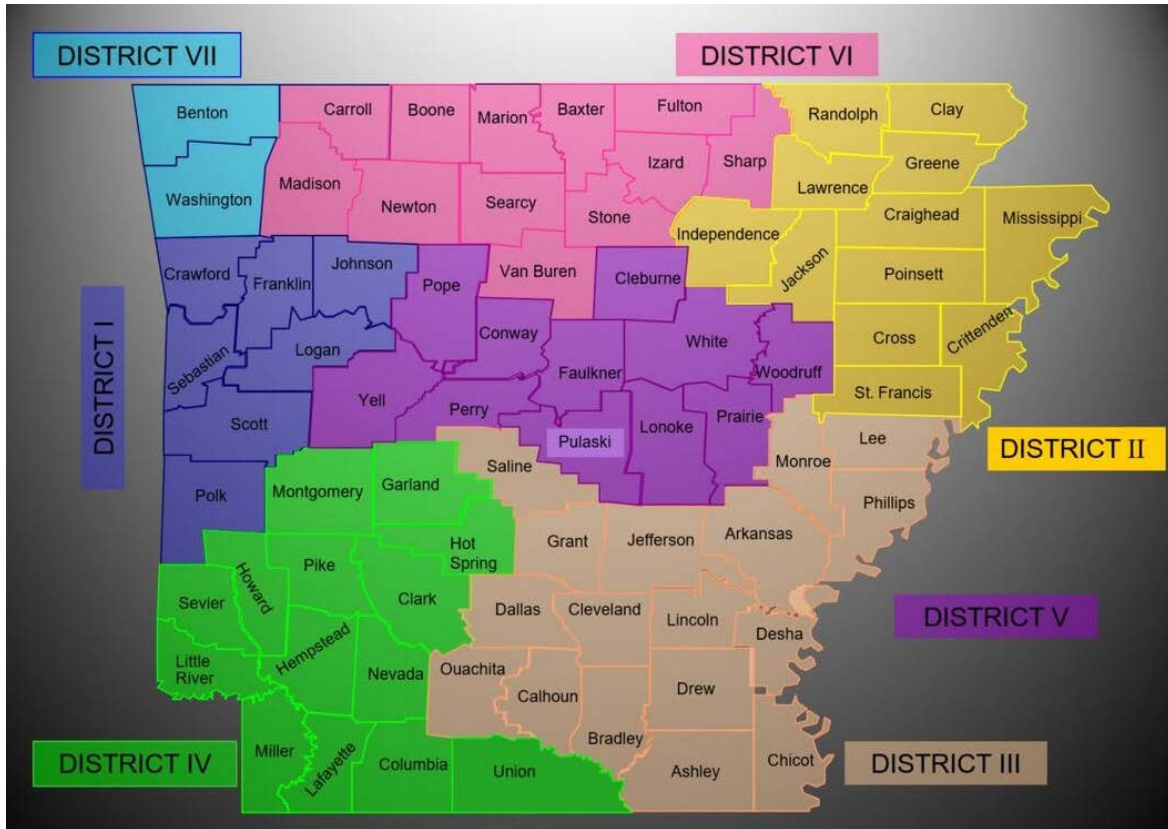
Fort Smith High School was the first known Arkansas chapter to receive a national charter and was assigned number 222. Arkansas Polytechnic College (now Arkansas Tech University) was the first college in Arkansas to affiliate with the FBLA national organization and was assigned charter number 1417.

In 1958, the national office approved separate divisions for high school and college members, and the colligate division was officially designated as Phi Beta Lambda. In 1959, Arkansas State Teacher's College (now the University of Central Arkansas) was the first Arkansas chapter to receive its new name of Phi Beta Lambda. However, these two groups continued to hold their state conferences together.

At the 1962 FBLA State Conference, the college chapters voted to hold their conference for the following year separately from the high school chapters. Under the leadership of William Hooper, Phi Beta Lambda State President from the College of the Ozarks (now University of the Ozarks), plans were made for the first Phi Beta Lambda State Conference which was held March 22-23, 1963.

In 1970, State Departments of Education staff members were appointed as state advisers. The state advisers were assigned to work with the state officers to help plan and direct activities of the FBLA and PBL state chapters. The state advisers are on the State Board of Directors along with the president of FBLA and the president of PBL and one district coordinator from FBLA and FBLA Mid-Level.

# District Divisions



## Districts by Counties

District I – Crawford, Franklin, Johnson, Logan, Polk, Scott, and Sebastian

District II – Clay, Craighead, Crittenden, Cross, Greene, Independence, Jackson, Lawrence, Mississippi, Poinsett, Randolph, and St. Francis

District III – Arkansas, Ashley, Bradley, Calhoun, Chicot, Cleveland, Dallas, Desha, Drew, Grant, Jefferson, Lee, Lincoln, Monroe, Ouachita, Phillips, and Saline

District IV – Clark, Columbia, Garland, Hempstead, Hot Springs, Howard, Lafayette, Little River, Miller, Montgomery, Nevada, Pike, Sevier

District V – Cleburne, Conway, Faulkner, Lonoke, Perry, Pope, Prairie, Pulaski, White, Woodruff, and Yell

District VI – Baxter, Boone, Carroll, Fulton, IZard, Madison, Marion, Newton, Searcy, Sharp, Stone, and Van Buren

District VII – Benton and Washington

# **ARKANSAS FBLA CONSTITUTION**

## **ARTICLE I.**

### **Future Business Leaders of America**

The name of this organization shall be the Arkansas State Chapter of Future Business Leaders of America-Phi Beta Lambda, Inc., hereinafter referred to as the “Chapter.”

## **Article II.**

### **Purpose**

The purpose of this FBLA chapter shall be to further the goals of FBLA within the state of Arkansas. The Chapter shall provide, as an integral part of the instructional program, additional opportunities for secondary students (grades 9-12) in business and/or business-related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

The specific goals of FBLA-PBL and the Chapter are to:

- Develop competent, aggressive business leadership
- Strengthen the confidence of students in themselves and their work
- Create more interest in and understanding of American business enterprise
- Encourage members in the development of individual projects which contribute to the improvement of home, business, and community
- Develop character, prepare for useful citizenship, and foster patriotism
- Encourage and practice efficient money management
- Encourage scholarship and promote school loyalty
- Assist students in the establishment of occupational goals
- Facilitate the transition from school to work

The Chapter shall not have any purpose nor engage in any activity inconsistent with the status of an educational and charitable organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto, and none of these goals shall at any time be deemed or construed to be other than the public benefit purposes and objectives consistent with such educational and charitable status, nor shall the Chapter adopt goals or engage in any activity inconsistent with the goals of the FBLA-PBL, Inc.

## **ARTICLE III.**

### **Membership**

The membership of the Chapter shall consist of FBLA members residing within the State of Arkansas. Classes of membership identical to those established by FBLA-PBL, Inc., shall be established by the Chapter. Such classes, together with the voting and other rights of each, may be more specifically set forth in the Bylaws.

## **ARTICLE IV.**

### **DUES AND FINANCE**

**Section 1.** The Chapter may assess dues from the members in addition to dues assessed by FBLA-PBL, Inc.

**Section 2.** No part of the net earnings of the Chapter shall inure to the benefit of any member, sponsor, donor, creator, director, officer, or employee; by lending any part of its income or corpus without receipt of adequate security and a reasonable rate of interest; by paying any compensation in excess of reasonable allowance for salaries, or other compensation for personal services actually rendered; by making any purchase of security or other property for more than adequate consideration for money's worth; by selling any substantial part of its securities or other property for less than adequate consideration for money or money's worth ; or by engaging in any other transaction which either directly or indirectly results in such diversion of its income or corpus.

The chapter shall not make any accumulation of its income unreasonable in amount or duration.

**Section 3.** The Chapter shall not use any income for purposes other than the objects in this Constitution set forth or invest any income in any manner which might jeopardize the fulfillment or carrying out of its objectives. The Chapter shall not devote a substantial portion of its activity to carrying on propaganda or otherwise attempting to influence legislation, and in no event shall the Chapter engage in any legislative activities other than those in direct furtherance of the Chapter's stated objectives. The Chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office. In general, the Chapter shall not act in any way or engage in activity which might affect its right or the right of FBLA-PHL, Inc., to full tax exemption or the right of donors to the Chapter of FBLA-PHL, Inc., and the Chapter shall be so operated as to be entitled to and receive all tax exemptions, federal or local, which may be granted charitable, scientific, or education associations or foundations.

## ARTICLE V.

### ORGANIZATION

**Section 1.** The Chapter is a subsidiary of the Future Business Leaders of America-Phi Beta Lambda, Inc. As an integral part of the FBLA-PBL, Inc., the Chapter shall have goals and engage in activities consistent with the organization's status as a charitable and educational organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954. Reports shall be submitted to FBLA-PBL, Inc., as requested.

**Section 2.** The Chapter shall be governed by the Board of Directors which shall serve as the policymaking body for the Chapter which shall be subject to the Constitution, the FBLA Bylaws, and the Board of Directors of FBLA-PBL, Inc.

**Section 3.** The Chapter shall adopt a set of Bylaws consistent with the constitution which shall include the powers and duties of the Board of Directors, officers and elections, meetings of the Chapter, and any other provisions necessary for the orderly administration of the Chapter.

**Section 4.** The Chapter shall maintain such relationships with FBLA local chapters within the state of Arkansas as shall be approved by the Board of Directors. The Chapter may apply to the Internal Revenue Service for a group tax exemption on behalf of the local chapters within the state.

**Section 5.** Under dissolution, all assets of the Chapter shall be and remain the assets of FBLA-PBL, Inc.

## ARTICLE VI.

### EMBLEMS AND INIGNIA

The Chapter emblems shall be the emblems of the National organization. Only members in good standing may use official emblems and insignia.

## ARTICLE VII.

### AMENDMENTS

The Constitution is a mandatory Constitution drafted by FBLA-PBL, Inc, for adoption by its state chapters and shall be unamendable without the written consent of FBLA-PBL, Inc. Should amendments be required for the purpose of qualifying or retaining qualifications under Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto, such amendments as approved by the Board of Directors of FBLA-PBL, Inc., shall become a part of this Constitution with or without the consent of the Chapter.

# **BYLAWS**

(Revised 2017)

## **ARTICLE I.**

### **CLASS OR MEMBERSHIP**

**Section 1.** Membership of the Arkansas Chapter of Future Business Leaders of America shall consist of the total members of chartered local chapters and these members shall hold membership in their respective local chapters.

**Active Members** shall be secondary students who become members while enrolled or have been enrolled in business education, who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school-community relations, and possess qualities for employment. Active members shall pay dues as established by FBLA and may participate in state events in accordance with the guidelines of the State Awards Program, serve as voting delegates to the National Leadership Conferences, hold state office in accordance with Article IV, and otherwise represent their state and local chapters as approved by their respective state and local chapters. Active high school student membership shall be limited to students from Arkansas Activities Association member schools except as prohibited by Federal and State Law and/or State Board of Education requirements. (Adopted April 1977)

**Professional Members** shall be persons associated with or participating in the professional development of FBLA as approved by the state chapters. Such members may include local and state chapter advisers, business teachers, business teacher educators, state supervisors of business education, employers or supervisors of cooperative work-training students, advisory council members, businesspersons, and other persons contributing to the growth and development of FBLA. Professional members shall pay dues established by FBLA, but shall not participate in events, serve as voting delegates, or hold office.

**Honorary Life Members** may be elected to a state or local chapter by a majority vote. They shall be persons who are assisting in the advancement of business education and/or who are rendering outstanding service to FBLA-PBL, Inc. Honorary Life Members may be recommended by the membership and shall be accepted upon approval of the Board of Directors. They shall not vote or hold office and shall not be required to pay dues.

**Section 2.** The membership year shall be July 1 through June 30.



## **ARTICLE II.**

### **FINANCES**

**Section 1.** Dues for membership shall be determined by the State Executive Council and approved by a majority vote of the local voting delegates present at the State Leadership Conference.

**Section 2.** Annual dues for FBLA members shall be three dollars (\$3.00). Dues of members shall be forwarded to the national office's lock box address by October 20. Recruitment of members may be continued all year; however, dues must be received on or before **January 1** (adopted April 2005) for members to be eligible for participation at the District and State Leadership Conferences.

**Section 3.** All disbursements will be made by check, approved by the Arkansas FBLA Foundation.

**Section 4.** An annual report of finances will be submitted to the delegates at the State Leadership Conference.

**Section 5.** An annual audit of the financial records of the State Chapter will be conducted by an outside accountant at the end of each fiscal year.

**Section 6.** The fiscal year of Future Business Leaders of America shall begin at the completion of the official audit and end at the completion of the official audit of the following year.

## **ARTICLE III.**

### **GOVERNING BOARD**

**Section 1.** The governing body of the Future Business Leaders of America shall be the FBLA-PBL State Board of Directors, which is composed of the State Chairman, FBLA Adviser, Mid-Level State Adviser, PBL State Adviser, one Senior Level District Coordinator, one Mid-Level District Coordinator, and the State Presidents of both student divisions. The District Coordinator shall be elected for a five-year term by the Senior High and Mid-Level Coordinators, respectively. (Adopted April 1998)

**Section 2.** The State Executive Council shall be under the leadership of the State Board of Directors. This council shall consist of each elected state officer and one district coordinator from each district acting as voting members. The State Adviser and State Chairman shall act as ex-officio, non-voting members. (Adopted April 1989)

## ARTICLE IV.

### OFFICERS

**Section 1.** The officers of FBLA shall consist of a president, vice president, (one from each FBLA district), a secretary, a treasurer, and a reporter.

**Section 2.** The president, secretary, treasurer, and reporter shall be nominated and elected annually at the State Leadership Conference by a majority vote of local chapter delegates. Voting shall be by use of electronic devices. In the case a majority vote is not reached on the first ballot, the two candidates receiving the largest number of votes will go into a run-off election, to be voted upon by use of electronic device. Each local chapter is represented by **two** voting delegates. A majority of the registered voting delegates present at the State Leadership Conference shall constitute a quorum.

The state vice presidents shall be nominated and elected annually at the District Leadership Conference. Each local chapter within the geographic boundaries of the district may be represented at the District Leadership Conference by the following voting delegates:

Under 50 members – two voting delegates

50-100 members – three voting delegates

Over 100 members – four voting delegates

A majority of registered delegates present at each District Leadership Conference shall constitute a quorum. (Adopted April 1979)

**Section 3.** The person scoring the highest on the parliamentary procedure written test and completing an appropriate application shall be appointed by the president to act as parliamentarian at the next annual State Leadership Conference. This individual shall have at least one year remaining in his/her secondary educational program (Adopted April 1992)

**Section 4.** To be eligible for nomination to a state office, a person must have been a member in good standing for one semester in a recognized FBLA chapter in Arkansas and must submit a notice of intent to seek a state office to the state chairman or state adviser at least 15 days prior to the State Leadership Conference. No two officers may be elected from the same chapter. No chapter shall hold the same elected office for two years in succession.

**Section 5.** Should the office of president become vacant, the state vice president from the same district as the president shall assume the duties of the president. Any vacancy in an office other than that of president shall be filled by an appointment of the president with the approval of the Executive Council. (Adopted April 1988)

## **ARTICLE V.**

### **DUTIES OF STATE OFFICERS**

The duties of the officers shall be as follows and as set forth in the State Handbook:

**Section 1.** The state president shall preside at the State Leadership Conference and the Executive Council meetings; represent the State Chapter at special school events, before civic clubs, and the annual ABEA meeting; maintain a close and continuing relationship with the state chairman and state adviser; lead the executive council in organizing an overall plan of action for a statewide program; and assume all other duties common to this office.

**Section 2.** The state vice presidents shall be in charge of all district activities and shall assume other duties at the discretion of the State Executive Council.

**Section 3.** The secretary is responsible for keeping an accurate record of all business meetings and supplying a copy of the minutes to members of the Executive Council.

**Section 4.** The treasurer is responsible for presenting an annual financial report to members at the State Leadership Conference.

**Section 5.** The state reporter is responsible for publishing the state newsletter, the *Arkansas Business Leader*. The newsletter will be published to the FBLA state webpage two times a year: The first week in December and the first week in April. (Adopted April 2005)

**Section 6.** All state officers shall attend the required meetings as listed on the officer application. Failure to attend any of these meetings will result in the officer resigning from their office.

## **ARTICLE VI.**

### **DISTRICT AND STATE MEETING DATES**

**Section 1.** An annual State Leadership Conference of the Arkansas Chapter shall be held each spring.

**Section 2.** Annual District Fall and Spring Leadership Conferences shall be held in each of the senior high districts.

## **ARTICLE VII.**

### **AMENDMENTS**

Proposed amendments to these Bylaws shall be submitted in writing not later than December 1, to the State Adviser by local chapters or by a state officer. Notice of proposed amendments shall be sent to local chapters in the State Leadership Conference packet. Proposed amendments shall be reviewed, and voted on, by the State Executive Council before presenting them to the Board of Directors and shall be approved by the Board of Directors before they can be submitted to the voting delegates. Voting on proposed amendments will take place at the State Leadership Conference. A two-thirds vote of the voting delegates present and voting is required for adoption.

# STATE 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 presidents, vice presidents (one from each district), 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 expectation of the vice presidents, will be elected by electronic device at the State Leadership Conference. Run-off elections will be done by the use of an electronic device. The election will be held in accordance with the Bylaws of the State Chapter. The 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.
- Must have completed at minimum the Contributor Level of the BAAs by officer application deadline (adopted June 2013) and provide proof of completion.
- 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 adviser 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 (Attend the general and awards sessions for the entirety of each session) and the National Fall Leadership Conference.
- Officers must be willing to fulfill the duties of officers as outlined in Article V of the State Chapter Bylaws.
- Must be enrolled in a business course while in office (adopted June, 2013)
- Must complete Business Level by the end of the term of office (adopted June, 2013)
- Attend the Southern Region meeting via zoom or in person if held at NLC.

## **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! 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. 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 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 the Capital, etc.
5. Respond to all correspondence within a week of receipt. Send a copy of the correspondence to the state adviser with you monthly officer report.
6. Submit monthly officer reports to the state adviser by the 5<sup>th</sup> 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 with your local adviser.
10. Attend state officer training and the State Leadership Conference with your local adviser.

### **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 with your local adviser. Represent the schools in your district on the State Executive Council.
9. Respond to all correspondence within a week of receipt. Send a copy of the correspondence to the state adviser with your monthly officer report.
10. Submit monthly officer reports to the state adviser by the 5<sup>th</sup> of each month as outlined in the officer training manual.
11. 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.
12. Work closely with the district vice president from your district 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 or must resign the office.
13. Keep all district documents and present them to the newly elected state vice president.
14. 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 them 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 the correspondence to the state adviser with your monthly officer report.
10. Submit monthly officer reports to the state adviser by the 5<sup>th</sup> of each month as outlined in the officer training manual.
11. Keep a file of all correspondence and projects to be transmitted to next year's secretary.
12. Attend the National Leadership Conference and the National Fall Leadership Conference with your local adviser.
13. 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. Oversee on-site registration at the State Leadership Conference.
3. Submit monthly officer reports to the state adviser by the 5<sup>th</sup> 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 by the 5<sup>th</sup> of each month.
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 with your local adviser.
7. Attend state officer training and 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 published in the first week of December and the second issue must be published in 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 by the 5<sup>th</sup> 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 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 with 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 by the 5<sup>th</sup> 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 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 with your local adviser.
9. Attend state officer training and the State Leadership Conference with your local adviser.

**If you do not meet the above requirements or meet the expectations found on the State Officer Application, you will have to resign from your position.**

# RESPONSIBILITIES OF LOCAL ADVISERS TO FBLA STATE OFFICERS

**Before the completion of 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 whether planned or specially called.
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 5<sup>th</sup> 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 president, five vice presidents representing the respective regions, a secretary, and a treasurer.

### **Qualifications for National Office:**

1. Only active members are eligible to hold a national office.
2. Only those applicants who are present at the National Leadership Conference and officially certified by the Officer Screening Committee shall be eligible for nomination.
3. To be considered for a national office in FBLA, a candidate shall:
  - a. Submit an application/requirement sheet (met the requirements on the application/requirement sheet), 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.

- b. Be approved by a screening committee composed of businesspersons, former national officers (if available), the FBLA State Chair, the State Adviser, and a designated member of the Board of Directors.
  - c. Give a campaign speech at the Opening General Session at the State Leadership Conference.
  - d. Attend the voting delegate caucus and answer questions from the voting delegates.
  - e. Voting for the national officer candidates will be held with state officer voting. A majority vote is required.
  - f. Results will be announced during the Business Session.
4. 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.

**All National Officer Candidates must be approved by the State Adviser and State Chair. A requirement sheet can be found under “Forms” on the Arkansas FBLA Website.**

## **CHAPTER SERVICES**

The National FBLA office provides many services to the local chapter such as: Chapter Management Handbook and many other items located in the learning center on the national website. In addition to the national services provided to the local chapters, the following is a listing of some of the services that are furnished to Arkansas chapters by the state chapter.

**Arkansas Business Leaders** – The state newsletter is published twice yearly. Local chapters are encouraged to submit articles for publication in the newsletter. The first issue will be published to the website the first week in December and the last issue published the first week in April.

**Arkansas FBLA Handbook** – Copies of the state handbook may be downloaded from the state webpage at [arkansasfbla.weebly.com](http://arkansasfbla.weebly.com) . This handbook includes the Arkansas FBLA History, Arkansas FBLA Constitution and Bylaws, and competitive event information.

**Update** – Updates are sent periodically as needed. These updates give chapters information about state projects, important dates, and other items of interest to help local advisers and members.

**Conference Packets** – Typically, three different conferences packets are distributed from the state officer during the year. The National Fall Leadership Conference Packet is distributed late August or early September. In February, the State Leadership Conference Packet is distributed to all chapters with information necessary for registration and participation at the annual state leadership **conference**. The third and final conference packet for the National Leadership Conference is distributed after the State Leadership Conference. This packet gives chapters all the necessary information for participation and attendance to the National Leadership Conference.

**Scholarships** – Six scholarships are awarded annually by the state chapter. These scholarships are announced during the Awards Assembly at the State Leadership Conference. Applications and requirements can be found on the Arkansas FBLA Website. They are:

**Tommie L Butler Scholarship.** A \$1,000.00 scholarship awarded annually to the student who is the first place winner in Who's Who in Arkansas FBLA. The scholarship is named for a former FBLA state adviser and chairman.

**Mildred Brading Scholarship.** Named for an outstanding former FBLA state adviser, this \$400.00 scholarship is awarded annually to a female FBLA member. Designed to honor an outstanding female member who plans to major in a field of business and demonstrates financial need.

**Mary Alice Elam Scholarship.** Also named for an outstanding former FBLA state adviser, this \$400.00 scholarship awarded annually to a male FBLA member. Designed to honor an outstanding male member who plans to major in a field of business and demonstrates financial need.

**Dan Barnhart Memorial Scholarship.** A \$500.00 scholarship is awarded annually to the student who places first in the Future Business Leader competitive event at the State Leadership Conference.

**Heather Stocks Scholarship.** A \$350.00 scholarship awarded to a graduating senior FBLA member who has demonstrated high academics, outstanding leadership, active participation in FBLA activities, community activities, church, and civic activities. This scholarship is named for an outstanding state officer who demonstrated all these qualities.

**Hettie Lou Martin State Adviser Award.** This \$1,000.00 scholarship is awarded annually to a local FBLA member and is open to FBLA members who are graduating seniors with a GPA of 3.0 or higher, and ACT composite test score of 22 or higher, with plans to pursue a post-secondary education in business or a business-related field.

## CONFERENCES

FBLA offers a variety of meetings that promote leadership development. Whether at the district, state, or national level, participating in FBLA conferences offers members the opportunity to form useful and lasting networks. In addition, at these meetings, local members meet state and/or national staff. These contacts foster a better understanding of the FBLA-PBL structure and state/national programs.

The following is a description of the various conferences held throughout the year. These conferences have been approved by either the National Association of Secondary School Principals (NASSP) or the Arkansas Activities Association (AAA).

- **District Fall Leadership Conference.** Each of the districts within the state organization holds a Fall Leadership Conference for members of chapters within their geographic boundaries. Students and advisers have an opportunity to share ideas and participate in professional development and chapter building workshops. These district conferences are held in October or early November. Information about the conference and registration forms are distributed to each local chapter by the district coordinators.
- **National Fall Leadership Conference.** These conferences take place in several areas of the country. Students and advisers share ideas and reaffirm common goals while participating in professional development and career opportunity workshops. Participants gain a better understanding of the organization at the national level. The NFLC Guide is made available to each local chapter in late summer and includes information and registration forms. Each local chapter will receive information from the state office with details about registration and the conference.
- **District Spring Leadership Conference.** Each of the districts holds a Spring Leadership Conference. The purposes of these conferences are to elect district officers (including the state vice presidents) for the coming year and to qualify for participation in the state's competitive events program. Each district coordinator distributes a conference packet to local chapters within the district.
- **State Leadership Conference.** For many, the culmination of the year is attendance at the State Leadership Conference. This conference is held each year in the spring and features an outstanding keynote speaker, a variety of leadership development workshops, competitive events, and the election of state officers.
- **State Officer Training.** A training conference is held each year after the State Leadership Conference for the newly elected state officers. This prepares the new officers to assume their responsibilities for the coming year. This is a required meeting for all state officers, their advisers, and district coordinators.
- **National Leadership Conference.** The National Leadership Conference concludes the year's activities and sets the stage for the upcoming school year. It is held each

summer in late June or early July in a major American City. Students can attend business-related and leadership development workshops, tour business and corporate facilities, elect national officers, and participate in national competitive events. The NLC Guide is made available to all local chapters. In addition, the state office distributes a NLC packet to all local chapters after the State Conference. Schools will submit all forms and list of students attending to the State Office by the required date.

## STATE AWARDS PROGRAM

The State Awards Program at the District and State Leadership Conference exemplifies the range of activities and focus of Future Business Leaders of America. These events are based on projects developed from the goals of FBLA-PBL and the curricula of business education programs. These competitive events are provided as membership benefit for the FBLA (high school) division. Only those students who meet the official membership eligibility requirements of this division and are on record with the National Association as dues-paid members on or before the state deadline of the current year are eligible to compete in this program. Membership in FBLA is unified on the local, state, and national levels and is not available separately. FBLA\_PBL may participate only in the competitive events associated with their affiliated divisions.

State events are divided into four main categories: Recognition, Individual, Team, and Chapter Events. A member may enter and participate in one chapter event as well as one individual or team event with these exceptions:

- A member taking the Parliamentary Procedure test only for consideration as district/state parliamentarian is not classified as an official participant entering an event and may compete in another event.
- A member nominated for Who's Who in FBLA, which is a recognition event and not a competitive event may compete in another event.
- Members representing their chapters in the oral presentation components of the American Enterprise Project, Community Service Project, or Partnership with Business Project may compete in another individual or team event.

Members participating in an event that is restricted to either specific grade levels or maximum training limits must submit a counselor's certification as proof of their eligibility.

A contestant must qualify at the District Leadership Conference in all individual and team competitive events except those events that require no district qualification to enter that state competitive event. **State Only events should not be registered at the district level.**

**Arkansas Activities Association (AAA) Eligibility:** Arkansas FBLA follows AAA regulations for student eligibility. Local Advisers are required to check student eligibility before registering them for their competitive events.

## **COMPETITIVE EVENTS**

- Objective Test: The top 6 from each district will move forward to compete at the State Level and the top 4 at state will move forward to represent Arkansas at the National Leadership Conference.
- All other individual, team, or chapter events that are not “State Only Events” the top 5 will move forward to the state level and the top 4 at state will move forward to represent Arkansas at the National Leadership Conference.
- State Only Events: Each local chapter is allowed 1 entry per “State Only Event” and the top for from the state level competition will move forward to represent Arkansas at the National Leadership Conference.

## **INDIVIDUAL, TEAM, AND CHAPTER EVENTS**

- Individual Events: Anything that is strictly an Objective Test, Production (Skills)Test, Electronic Career Portfolio, Future Business Leader, Introduction to Public Speaking, Job Interview, Public Speaking, Client Services, Help Desk, and Impromptu Speaking.
- Chapter Events: If a student is part of a Chapter Event, they may also take part in one other event. Chapter events are American Enterprise Management, Community Service Project, Local Chapter Business Report, and Partnership with Business Project.
- Team Events: All other competitive events are considered Team Events. Teams may range from 1-3 members on the team with the exception of Parliamentary Procedure which must consist of 4 to 5 members.
- **Productions Test will be given prior to the district and state conferences using the school site testing procedure outlined below:**
  - Each local chapter will secure a local person to administer the test to competitors. This may **not** be a member of the business department or FBLA adviser.
  - FBLA advisers and other business department staff may not handle, see, or be present in the classroom when test are administered.
  - The test will be emailed directly to the designated test administrator and must stay in the possession of the administrator at all times. The test administrator will be responsible for returning the completed test to the state office by the designated deadline.
  - All testing material may be saved to the hard drive however the administrator must then verify that all files have been deleted.
  - Competitors taking the school site test will also have online objective test to be taken on site as well.



- Forms requesting the test must be received by the stated deadline. Forms received after the deadline will not receive test for the skills events.
- It is important to follow all procedures and instructions included in the testing material information. Schools should choose test administrators carefully and stress to the administrator the importance for the students and the FBLA chapter that all rules are followed.
- State FBLA will adhere to all national guidelines where it pertains to substitutions and disqualifications.
- Objective Test will be administered at the school site on-line. Please answer questions concerning proctors when registering. You will need the proctor's name, email address, and telephone number. Test proctor will be given a site to print testing tickets and rosters. Failure to pay registration will result in disqualification.
- Submission Materials: All material must be submitted via the appropriate form provided by the state office. The entry forms must be included with each report. Directions to upload will be included in the state packet on the ListServ and State FBLA Website.

## **ADVISER SERVICE AWARDS**

The FBLA Adviser Service Recognition Awards honor FBLA Advisers who have served students through the association for a significant number of years.

### **Eligibility**

Each local adviser is eligible for recognition after each five-year increment of service: 5, 10, 15, 20, etc.

### **Procedure**

- Nominees must complete and upload the application by the deadline stated in the State Conference packet. The form is located on the Arkansas FBLA Website.
- Eligibility for this award will be verified by records in the state office.
- An adviser may be recognized only once during each five-year increment.
- Each eligible adviser will receive a recognition certificate during the Awards Assembly at the State Leadership Conference and be nominated by the state office for national recognition.

## **BUSINESSPERSON OF THE YEAR**

This event recognizes outstanding business leaders from the business sector who have contributed to the success of Future Business Leaders of America on the local, state, and/or national levels.

### **Eligibility**

Each local chapter may enter one person in the Businessperson of the Year event. The nominees **must** be members of the business sector.

### **Procedure**

Criteria of selection of nominees at the state level should include:

- Years of participation in FBLA activities
- Promotion of FBLA through presentations and seminars
- Contribution to chapter projects and activities
- Financial assistance to and sponsorship of activities for local and/or state chapters.
- All Nominees will receive a certificate of recognition. The first place winner will be Arkansas' entry for Business Person of the Year at the National Leadership Conference.
- The application for this award is located on the Arkansas FBLA Website and should be completed and turned in by the deadline stated in the State Leadership Conference packet.

## **GOLD SEAL CHAPTER AWARD OF MERIT HOLLIS AND KITTY GUY AWARD**

The Hollis and Kitty Guy Fold Seal Chapter Award of Merit recognizes outstanding local chapters that have actively participated in projects and programs identified with the goals of FBLA.

### **Eligibility**

Active local chapters who have completed the guidelines posted on the state webpage and submitted the required documentation to the state adviser by the deadline stated in the State Conference Packet will be eligible to be nominated to National FBLA for this award.

### **Regulations**

- Those chapters to be nominated for national recognition will receive Gold Seal ribbons in the State Conference registration packet.

- Prior to nomination, each local chapter must submit a copy of the Local Chapter Annual Business Report to the state adviser by the deadline stated in the State Conference Packet. This report must adhere to all guidelines and be entered in state competition.
- Reports failing to follow their respective event guidelines will be disqualified.

## **Guidelines**

The criterion for the Gold Seal Chapter Award of Merit serves as a guide for the state office in the evaluation process. Criteria include the following:

- Paid state and national dues by November 1<sup>st</sup>
- Sent representatives to FBLA conferences sponsored by the district, state, and national associations.
- Participated in state and national projects for the current year.
- Submit an Arkansas Business Leader.
- Participated in the Arkansas FBLA-PBL Foundation
- Submit a copy of the Local Chapter Annual Business Report. (Report must meet guidelines for competition. If a report is disqualified for failure to follow even guidelines, it will not count toward fulfilling requirements for Gold Seal.)
- Upon receipt of nominations and documentation, the state office records will be audited for adherence to regulations.
- The number of chapters recognized at the State Leadership Conference is determined by the number of nominations verified by the state office.

# **MEMBERSHIP AWARDS**

## **Eligibility**

All chapters are eligible. In order to be considered for recognition in the following events, the following conditions must be met:

### **Largest Local Chapter Membership**

This award is determined by the number of paid members by the February 1 deadline. No entry form is required as the membership records are audited in the state office. The top five will be recognized at the State Leadership Conference.

### **Largest Local Chapter Membership-Market Share**

The official entry form contained in this handbook must be submitted to the State Adviser by the deadline stated in the State Conference Packet. Judging is based on the percentage of FBLA membership from the total student body enrollment. The top five will be recognized at the State Leadership Conference.

## **Local Recruitment of Chapters**

Newly chartered chapters may be FBLA, FBLA Middle Level, or FBLA Collegiate. A chapter must recruit a minimum of two new/reactivation chapters qualify for this award. Installing officers and/or initiating members in currently active chapters do not qualify for this award. The entry form for this event must be submitted to the State Adviser by the deadline state in the State Conference Packet. The top five will be recognized at the State Leadership Conference. **A chapter must recruit at least two new chapters to be eligible.**

## **Procedure**

The state office determines winners in these events after an audit of membership records. The figures used in determining the winners will be the number of paid members on record in the FBLA national office at the close of business on February 1 of the current school year. Awards will be presented at the State Leadership Conference as stated in each category above.

## **OUTSTANDING LOCAL ADVISER AWARD**

This award honors outstanding local FBLA Advisers who have made outstanding contributions to the association at the local level, district, state, and/or national level.

## **Eligibility**

Each local chapter can submit one outstanding FBLA adviser for this award to their districts. A winner from each district will be forwarded to the State Office and submitted for the Outstanding Local Adviser State Award.

## **Regulations**

- Applicants must be selected in accordance with the regulations of the state chapter and the national association.
- The first-place applicant will be recognized as Arkansas' Outstanding Local Adviser at the National Leadership Conference.
- First place applicants selected for this award at a previous State Leadership Conference are not eligible to compete again for a period of five years.
- Nominees must submit in a resume (not to exceed two pages) and two letters of recommendation from school representatives or persons knowledgeable with FBLA, supportive of the adviser's involvement in FBLA.
- Resumes **must** be in the same order as the rating sheet
- Only those eligible nominees who submit the required material to the State Adviser by the deadline stated in the State Conference Packet will be recognized at the State Leadership Conference.

## **Procedure**

Criteria for selection of applicants at the district and state level should include

- Years of participation in FBLA activities
- Extent of participation in conferences sponsored by the district, state, and the national associations.
- Offices, chairmanships, and committee memberships held within the association.
- Contributions to local, district, state, and national projects.
- Participation in other professional activities
- Involvement in community activities
- Recommendations supporting the adviser's contribution to the association
- A special committee will be appointed to review the nominees. Decisions of the committee are final.
- The first-place winner will be recognized as Arkansas' entry for national recognition. Other entries will receive certificates of recognition.
- The application for this award is located on the Arkansas FBLA website and should be completed and turned in by the deadline stated in the State Leadership Conference packet.

## **WHO'S WHO in FBLA**

This award honors FBLA members who have made outstanding contributions to the association at the local, state, and/or national levels.

### **Eligibility**

State entries for this event are all state officers and those who received highest honors at the district level. Nominees must be active members of a local chapter, must have completed the Contributor Level of the Business Achievement Awards, and be on record as paying dues by the State deadline of the current year.

### **Regulations**

- Nominees must be selected in accordance with the regulations of the state chapter and the national association
- The first-place nominee will be recognized as Arkansas' entry to the National Who's Who in FBLA and will receive the \$1000.00 Tommie L. Butler Scholarship. If the state nominee is unable to attend the National Leadership Conference, the state committee may designate another person to accept the national award for the nominee.
- First place nominees selected for this award at a previous State Leadership Conference are not eligible.
- The nominee for state Who's Who must qualify at the District Leadership Conference in order to be recognized at the State Leadership Conference.

- Each district may enter five finalists in addition to any state officers from the district. The individual students involved are responsible for submitting the required material for recognition at both the District and State Leadership Conference. (State officers must submit resumes at the district level to be eligible to submit resumes at the state level.
- Nominees must submit the following items
  - A resume (original copy) not to exceed two pages
  - A transcript reflecting grades through the first semester of the current year and ACT or SAT test score.
  - Two recommendations from representatives supportive of member's involvement in FBLA, school, and community activities. Only one recommendation may be from an FBLA Adviser.
- Resumes must be in the same order as the Who's Who Rating Sheet and must include only activities for grades 10, 11, 12. Include only conferences previously attended. Indicate grade level and year for each activity listed.
- A deduction of up to ten points will be made from the score of participants who submit materials by the stated deadline but do not adhere to the event guidelines for the submission of proper materials. Judges will determine the amount of point deduction to be sued for all affected participants prior to judging.
- Only those eligible nominees who submit the required materials to the state adviser by the established deadline will be recognized at the State Leadership Conference.

Criteria for selection of nominees at the state level should include:

- Completion of Contributor Level of the Business Achievement Awards
- Years of participation in FBLA activities
- Extent of participation in conferences sponsored by the state and national associations
- Offices, chairmanships, and committee memberships held
- Contributions to local, state, and national projects
- Business courses completed
- Participation in other activities
- Recommendations supportive of the member's involvement in FBLA

A special committee will be appointed to review the nominees for the state Who's Who Award. Businesspersons and educators who are aware of the FBLA goals and programs will be on the committee. Current advisers, officers, or state committee members should not serve on the committee. In case of a tie, the winner will be determined by the semester units of business courses completed as reflected on the transcript. If a tie remains, the ACT or SAT test score will determine the winner. After these two tie breakers, the remaining ties will share the award.

The first-place winner will be recognized as Arkansas' entry to the National Who's Who and receive the \$1000.00 Tommie L. Butler Scholarship. The next four contestants will receive

Highest Honors and all other nominees the judges select will receive recognition certificates. Rating sheets are available on the Arkansas FBLA Website.

## **NATIONAL ONLY EVENTS**

There are several National Events that students can take part in online:

- Learn and Earn
- Facebook Certified Trainer Program
- Intuit Social Innovation Challenge
- The Stock Market Game
- Lead4Change Student Leadership Program
- LifeSmarts.org & the National Consumers League
- Virtual Business Challenge
- March of Dimes

More information about these programs and how students can get involved can be found under the Conference & Programs tab on the National FBLA Website.

# DISTRICT SUPPLEMENT

## District Officers

It is the duty of the members of the district 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 abilities to perform the duties and responsibilities as listed in this District Supplement.

District officers for Arkansas Future Business Leaders shall be: State Vice President, Vice President, Secretary, Treasurer, Reporter. The district Parliamentarian will be appointed in accordance with Article IV, Section 3 of the State Bylaws. These officers will be elected by the use of electronic voting at the District Leadership Conference by the following voting delegates:

Under 50 members - two voting delegates

50-100 members – three voting delegates

Over 100 members - four voting delegates

Delegates present and voting at each District Leadership Conference shall constitute a quorum.

## QUALIFICATIONS & PROCEDURES FOR DISTRICT OFFICER CANDIDATES

- Before a person can be considered as a candidate for a district officer, he/she must:
  - Be an active member of FBLA for a minimum of one semester
  - File an application on the official form
  - Be recommended by the adviser and have evidence of support from the school and chapter
- No two officers shall be **elected** from the same school
- Candidates for district office must have at least one year remaining in their high school educational program
- Presentation speeches by candidates will be limited to a total of two minutes
- No chapter may hold the same elected office for two years in succession
- The state vice presidents elected from the districts must follow the procedures for a state officer and will be held to the same standards and requirements as the rest of the state officer team. (Refer to state officer duties in the State Handbook)
- Officers are **required** to attend the following meetings:
  - All Executive Council Meetings for their district. Additionally, the state vice presidents are required to attend all State Executive Council Meetings.
  - National Leadership Conference (required for State Vice President only)
  - State Officer Training (required for State Vice President only)
  - National Fall Leadership Conference (required for State Vice President only)
  - District Fall and Spring Leadership Conferences
  - State Leadership Conference for year elected



## **DUTIES & RESPONSIBILITIES OF DISTRICT OFFICERS**

### **District President/State Vice President**

- Preside at the Fall Leadership Conference, the Spring Conference and the District Executive Council Meetings.
- 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.
- Organize an overall plan of action (program of work) for a district wide program.
- Write follow up “thank you” letters to host schools and others who helped with the district conferences.
- Know parliamentary procedure and conduct business according to Roberts Rules of Order-Newly Revised.
- Serve as ex-officio member of all committees.
- Represent the schools in your district on the State Executive Council.
- Attend the National Leadership Conference and the National Fall Leadership Conference with your adviser.
- Represent your district at special school events.
- 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.
- Keep receipts for every FBLA expenditures that you spend for district or state business. District expenses will be reimbursed upon approval of the district coordinator. Claims for district reimbursement should be sent to the district coordinator for approval. State expenses sent to State Adviser for approval.
- Work closely with the district vice president as he/she may be required to assume the duties of the State Vice President if he/she is absent or unable to perform their duties in the office.
- Keep all district document and present them to the newly elected state vice president.
- Attend the State Officers training.
- Attend the State Leadership Conference.

### **District Vice President**

- Work very closely with the district coordinator in planning the competitive events activities at the Spring Leadership Conference.
- Conduct meetings in the absence of the state vice president.
- Act in an advisory capacity at all times.
- Be fully informed of all duties of the state vice president and be prepared at all times to assume the office.

- Be familiar with parliamentary procedure.
- Assume other duties at the discretion of the state vice president.
- Keep all district documents (including competitive event registration forms) pertaining to your duties and turn them over to the newly elected vice president.
- Keep a record of all winners in every competitive event at the Spring Conference to go in your files and send a list to the district secretary, state vice president, district coordinator, and state adviser within a week of the conference.
- 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 vice president and district coordinator.
- Keep receipts for every FBLA expenditure for district business. District expenses will be reimbursed upon approval of the district coordinator. Send reimbursement forms to the district coordinator for approval.

### **District Secretary**

- Type names, addresses, school names, and home phone numbers for all new district officers and advisers and email copies to each person on the list and copy the district coordinator and state adviser.
- Serve as recorder for all meetings:
  - Executive Council Meetings
  - District Fall Leadership Conference
  - District Spring Leadership Conference
- Maintain a permanent record book of minutes during your term of office.
- Keep records of the number of votes cast on each item of business.
- Prepare a complete record of the annual District Spring Leadership Conference and send a copy of the district coordinator, state adviser, and state reporter within ten days of the conference.
- Prepare all records to be presented to the newly elected secretary at the end of your term.
- Have on hand for each meeting the following items:
  - Secretary's notebook and minutes of the previous meeting.
  - List of committees and committee reports.
  - Copies of the constitution and bylaws
  - Copy of the State Handbook and Awards Program (includes District Supplement)
- Type a copy of the minutes of all Executive Council meetings and email to all chapters in the Fall and Spring Leadership Conference packets. These must be approved by your adviser and the district coordinator before emailing.
- Type certificates for the Spring Leadership Conference. All information except the winner's name and school should be typed on the certificates. These should be typed and brought to the Executive Council meeting for signatures.

- 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 vice president and district coordinator.
- Keep a file of all correspondence and projects to be transmitted to the next year's secretary.
- Keep receipts for every FBLA expenditure for district business. District expenses will be reimbursed upon approval of the district coordinator. Send reimbursement forms to the district coordinator for approval.

### **District Treasurer**

- Act as custodian of all funds
- Collect registration fees and give financial reports as called for by the state vice president or district coordinator.
- Distribute receipts of all money collected.
- Pay out finds by authorization of your adviser and district coordinator.
- Be in charge of registration at the District Fall and Spring Conferences.
- Prepare and send a treasurer's report to the district coordinator after the Fall Leadership Conference and the Spring Leadership Conferences.
- Prepare financial statements to include in the registration packets for the District Fall and Spring Conferences.
- 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 vice president and district coordinator.
- Keep receipts for every FBLA expenditure for district business. District expenses will be reimbursed upon approval of the district coordinator. Send reimbursement forms to the district coordinator for approval.

### **District Reporter**

- Act as public relations officer for the district.
- Work closely with the state reporter in providing at least five articles from local chapters to be included in the state newsletter. These articles should be short, conscience news briefs.
- Provide articles to the state reporter for District Fall Leadership Conference and District Spring Leadership Conference.
- Publish two district newsletters: one to be distributed at the District Fall Leadership Conference and one for the Spring Leadership Conference. **Send copies of these newsletters to the state reporter and state adviser.**
- Keep a file of all correspondence and projects to be transmitted to next year's reporter.
- 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 vice president and district coordinator.

- Keep receipts for every FBLA expenditure for district business. District expenses will be reimbursed upon approval of the district coordinator. Send reimbursement forms to the district coordinator for approval.

### **District Parliamentarian**

- Be prepared to advise the presiding officer and other members of the District Executive Council on points of parliamentary procedure.
- Have references material pertaining to acceptable parliamentary procedure available to refer to should the need arise.
- Be ever alert and call the Chairs attention to significant irregularities in procedure.
- Be prepared to explain any irregularity and its effect on the fair and equal rights of all members.
- Keep a file of all correspondence and projects to be transmitted to the next year's parliamentarian.
- 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 vice president and district coordinator.
- Keep receipts for every FBLA expenditure for district business. District expenses will be reimbursed upon approval of the district coordinator. Send reimbursement forms to the district coordinator for approval.

### **Officer Vacancies**

Occasionally a district officer will resign his/her office or is asked to resign because he/she does not fulfill their requires responsibilities for their office. The guidelines for filling these vacancies are as follows:

- If the office was opposed, the student not elected will be offered the office. In case more than one other candidate ran for the office, the candidate receiving the highest votes would be offered the office first. (Keep a count for this purpose.)
- If the student resigning the office was unopposed in the election, the office will be filled by an appointment by the State Vice President (must be approved by the District Coordinator). Preference should be given to a student from the same chapter.
- Chapters holding elected officers (including those appointed to fill vacancies) will not be allowed to run for that office again next year. This does not apply to Parliamentarian as this office is appointed based on written test score.
- For offices in which no applications are received, the office should be offered to students running for other offices where there is more than one candidate (begin with the highest office and work down). If more than one student is involved use the highest number of votes received. For example, if three candidates are running for State Vice President and there are no candidates for the office of Reporter, the candidate receiving the second

highest number of votes for State Vice President would have first option to fill the office of Reporter.

- If an officer serving as District President/State Vice President vacates either office, the officer must vacate both offices.

If it is necessary for a district officer to resign, the student must submit a letter of resignation to the District Coordinator. In case of the resignation of a State Vice President, the letter of resignation must be submitted to the District Coordinator and State Adviser.

If duties are not fulfilled as required by the application contract and the Code of Conduct, and officer can be removed from the office by the District Executive Council on recommendation of the District Coordinator.

A student may not serve as an officer on the district or state level if they have not attended the required officer training for their level.