



# State Chapter Materials

## Preface

No longer is classroom instruction enough for the development of strong, assertive leadership today in preparation for an active leadership role tomorrow. Through Future Business Leaders of America (FBLA), members learn how to lead and participate in group discussions, preside at meetings and conferences, work effectively within committees, and engage in practical problem solving and decision making. Members learn the value of competition on local, district, state, and national levels by experiencing the responsibility of success as well as the challenge of defeat.

Through contact with teachers, advisers, employers, and interested businesspeople, FBLA members gain confidence in themselves and in their abilities. At the same time, they learn that to develop these abilities to the fullest is a personal responsibility as well as an organizational goal.



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# General Information

## Career and Technical Education

Career and Technical Education is training that equips the recipients with entry skills, retrain them for changing employment, or updates them with current technological skills.

Program standards:

- Career and technical education programs are an important component of the total educational system.
- Career and technical education programs should duplicate or simulate actual work environments.
- Career and technical education programs must be taught by individuals who have work experience in the occupation.
- Career and technical education programs are to be operated under the guidance of advisory committees.
- Career and technical education should be available to all who need it, want it, and can profit by it.

## Competencies

The State Board for Community Colleges and Occupational Education/ Colorado Community College System believes that student organizations are an integral part of career and technical education programs.

The value of career and technical supportive education is broader than teaching students an occupation. Students need to learn not only how to earn a living but how to live a satisfying and meaningful life. They need to develop social skills and positive attitudes as well as stable and productive values if they are to be successful as employees and as citizens of their communities.

For career and technical supportive education, teaching is more than the act of instruction. It cannot be reduced to something a teacher does in the classroom or laboratory--a technique or a procedure because it involves the teacher's total influence on students' lives. Career and technical supportive education has a responsibility to provide students with the kind of experiences they need to develop an identity. Therefore, teaching is the kind of example a career and technical education teacher sets by work and action. Interests, attitudes, appreciations, ideals, biases, habits, life style, and much more have an important effect on the personal development of the student.

Student Career and Technical Student Organizations (CTSOs) exist to provide students with the kind of experience they need to develop their full potential for living a satisfying life as well as experiences that develop leadership and planning abilities, moral character, and mutual understanding. Although their stated objectives may be different, the overriding purpose and goals of career and technical student organizations are quite similar as a **co-curricular** activity. Leadership skills are defined as competencies in leadership, citizenship, organization, initiative and personal development responsibility, which are integrated into the career and technical education program. Common elements of leadership competencies include:

- Citizenship
- Initiative
- Leadership
- Organization
- Personal Development Responsibility

Common elements of leadership competencies include:

- Business and Industry Partnerships
- Community Service
- Critical Thinking Skills
- Decision Making Skills
- Leadership Skills
- Job Search Skills
- Parliamentary Procedure
- Public Speaking
- Team Building

Suggested examples of activities which demonstrate leadership competencies include:

- Attend civic, professional or trade meetings
- Elect chapter/club officers
- Emphasize professional dress and grooming
- Establish committees
- Interview and work with business and industry leaders
- Participate in team and individual competitions
- Participate in mock job interviews
- Plan and conduct field trips
- Prepare a newsletter
- Prepare a talk for a community group
- Prepare an extemporaneous and prepared speech
- Review professional goals and beliefs
- Demonstrate parliamentary procedure skills
- Foster leadership and social skills through participation in school and social activities

## **Student Organizations**

The activities of career and technical student organizations (CTSOs) are a required part of all secondary career and technical education programs. Student activities are also an important part of many postsecondary programs. The recognized career and technical student organizations are:

Colorado DECA—An Association of Marketing Students  
FBLA—Future Business Leaders of America  
Colorado FFA— An Association for Agricultural Education Students  
FCCLA—Family, Career and Community Leaders of America  
HOSA—Health Occupations Students of America  
Skills USA – An Association for Technical and Industrial Education Students  
TSA – An Association for Technology Students

## **Postsecondary**

Postsecondary level students in Health Occupations Education, Marketing Education and in Trade and Industrial Education participate in student activities through the organizations of Health Occupations Students of America (HOSA), Delta Epsilon Chi (DEC) and Skills USA—VICA. The postsecondary organization for business students is Phi Beta Lambda (PBL), which is open not only to postsecondary career and technical students but to other students who enroll in postsecondary general business, business administration, or business-related courses.

## **Adult**

Colorado has one career and technical student organization at the adult level--the Colorado Young Farmers Educational Association (CYFEA). This activity is for all students of the Young Farmer Program, a comprehensive program offered by many high schools and two-year colleges to assist young adults in becoming established in farming, in agriculture-related occupations, and in community life.

## Colorado History

The Colorado Chapter of Future Business Leaders of America (FBLA) was first organized in 1962 by John Binnion. The organization was created as a result of the increasing interest in business education on the part of the high school students throughout the state and on the interest expressed by business, teachers, and community leaders. Through FBLA, all three sought to emphasize the importance of business and the role it plays in the lives of all people.

All career and technical supportive Business Education (BE) programs in the State of Colorado must provide an opportunity for their students to participate in a student leadership organization. This organization is the Future Business Leaders of America (FBLA). Its primary purpose is to develop leadership characteristics in each student for his/her career, home, and community.

Colorado FBLA is the largest state within the Mountain Plains Region with over 6,100 members in 198 chapters.

## Colorado Song

I'm Colorado born and Colorado bred  
and when I die, I'll be Colorado dead!

So rah rah Colorado, rah rah Colorado,  
Rah rah that dear old state of mine.

I've traveled east and I've traveled west  
and now I know that COLORADO'S BEST!

So rah rah Colorado, rah rah Colorado  
Rah rah that dear old state of mine.

### State Structure

The Colorado State Chapter is comprised of active chartered local FBLA chapters within Colorado which are then divided into nine geographical districts. The State Chapter is governed by the Colorado State Constitution and Bylaws.

### State Chairperson-Adviser

The FBLA-PBL State Chairperson-Adviser is appointed by the President of Community Colleges of Colorado and the Chief Executive Officer of the national organization. The State Chairperson-Adviser's responsibilities, which may in some cases be delegated to other members of the Colorado Board of Directors, include the following:

- Serve as liaison between the National Office and the State Board of Directors.
- Represent the State Board of Directors to the national association.
- Bring matters relative to the operation of the State Chapter to the president/chief executive officer and the National Board of Directors.
- Prepare and submit informational reports to the National Office relative to internal revenue affairs.
- Submit State Chapter reports to the National Office, including budgeting and financial reports, membership projects, and activities.
- Appoint the Colorado FBLA State Officer Team Adviser in accordance with Colorado guidelines.
- Coordinate the activities of the Colorado FBLA Board of Directors, District Leadership Conferences, Fall Leadership Conferences, State Leadership Conference, and National Leadership Conference. The Adviser serves as a liaison between the local, state and national levels.

### **State Adviser**

The responsibilities of the State Adviser include the following:

- Promote the FBLA organization throughout the state.
- Coordinate FBLA activities with the activities of other career and technical student organizations.
- Encourage teacher training through workshops, in-services, and leadership training seminars.
- Organize and administer funds and facilities for workshops, training sessions, and production of handbooks and promotional materials.
- Coordinate and supervise the activities of the state officers.
- Serve as the liaison between the Board of Directors and the State Executive Board.

### **State Board of Directors**

The Board of Directors guides and directs the activities of Colorado FBLA. It is composed of the State Chairperson-Adviser, nine (9) elected advisers, the Colorado FBLA State Officer Team Adviser(s), the Colorado FBLA State President, and appointed representative(s) from business and industry.

### **State Officer Team Adviser(s)**

General Duties of the State Officer Team Adviser:

- To provide communication between the state CTSO staff of career and technical education, the operating advisory committees, state CTSO officers, the career and technical instructors and CTSO members in Colorado.
- To assist in the planning, conducting, coordinating and evaluating of leadership training activities of the Colorado career and technical student organization.
- Review and recommend changes in all state career and technical student leadership training activities and competitive events.

### **State Officer Team**

Members of the State Officer Team establish goals for Colorado FBLA; implement state projects to achieve those goals, and present workshops at various conferences and school sites. They act as ambassadors to present a positive image of the organization. The team is composed of the State President, Colorado's National Officer/Executive Vice President, State Secretary, State Treasurer, State Reporter, and State Vice Presidents representing each of the nine districts. The Board of Directors and a local chapter adviser of each officer shall serve as ex-officio, nonvoting members.

### **Professional Division**

The Professional Division in Colorado will follow the same guidelines as set forth by the national structure.

### **State Office Services**

- Starter Packets. Handbooks and materials useful in starting a new chapter are sent upon request to schools interested in FBLA.
- Installation/Reactivation. Those wishing to organize local FBLA chapters receive guidance in the installation of new and reactivated chapters.
- Idea Exchange. Ideas that can be used by local and district chapters are shared.
- Technical Assistance. The state chapter helps organize district and state leadership conferences.
- In-service Training. The state chapter provides in-service training for chapter advisers.
- Material Requests. Requests are quickly filled and inquiries answered.

## State Resources

- **Chapter Management Handbook.** This is the official guide for Colorado FBLA. This handbook also contains the official regulations and guidelines for all the competitive events offered at the district, state, and national levels.
- **Colorado District Leadership Handbook.** This is the official guide for Colorado FBLA District Conferences.
- **State Officer Handbook –** This is the official guide for the State Officer Team.

## State Publications

- **FBLA TODAY** is a statewide newsletter that is posted on the Colorado Website by the State Reporter and provided to all local chapters.
- **Adviser Hotline.** Published on the Colorado FBLA-PBL website to keep adviser's regularly informed of upcoming events and programmatic changes.
- **Colorado Website.** An extensive web source for members and advisers. The website is updated twice a month and contains invaluable resources and opportunities. [www.fbla-pbl.ccs.org](http://www.fbla-pbl.ccs.org)

## State Staff

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## District Structure

The Colorado State Chapter is composed of geographical districts.

- **District Adviser.** The District Adviser coordinates all activities within each district and serves as the liaison between the local chapters and the state chapter.
- **District Executive Board.** This board may be composed of a District Vice President, District Secretary, and District Reporter. The local adviser of each of these officers serves as an ex officio member of the District Executive Board. The members of the District Executive Board work closely to coordinate district projects and conferences.
- **Vice President Representing the Respective District.** The Vice President also serves as a President of the respective district.
- **District Newsletter.** A newsletter may be published by each district reporter and mailed to each chapter in the district.
- **District Adviser Updates.** Periodic memos are sent to keep advisers up to date with district events.
- **Fall Conference.** This conference is organized and conducted by the officers in each district. It provides local chapter members and officers leadership training, practical skills, and an increased understanding of their role in FBLA.
- **District Conference.** A leadership conference is held in February in which FBLA members compete in the FBLA competitive events to receive recognition for outstanding achievement and qualify for competition at the State Leadership Conference.

## Local Chapter Structure

Local chapters consist of young men and women who are enrolled in business education programs at the secondary level. Each chapter is organized and officially chartered in accordance with the principles of FBLA-PBL, Inc. The chapter must be affiliated with the district, state, and national organizations.

- **Adviser.** One or more certified teachers in the business education department must serve as chapter adviser. The success or value of a chapter depends on many factors, but the most important influence is the leadership of the chapter adviser.

- **Executive Board.** Each local chapter elects an executive board which may consist of the following officers: President, vice president, secretary, treasurer, reporter, historian, and parliamentarian. The main function of the board is to guide the chapter and organize a program of work.

## Financial Structure

Future Business Leaders of America-Phi Beta Lambda, Inc., like many other student organizations that are an integral part of the school's career and technical education training program, is financed primarily through individual memberships in local chapters. Members' dues are paid through the local chapter. Some chapters, acting as a unit for the members, pay the dues from funds derived from income-producing chapter projects. The income from national membership dues is used exclusively by the national association for services provided to local and state chapters.

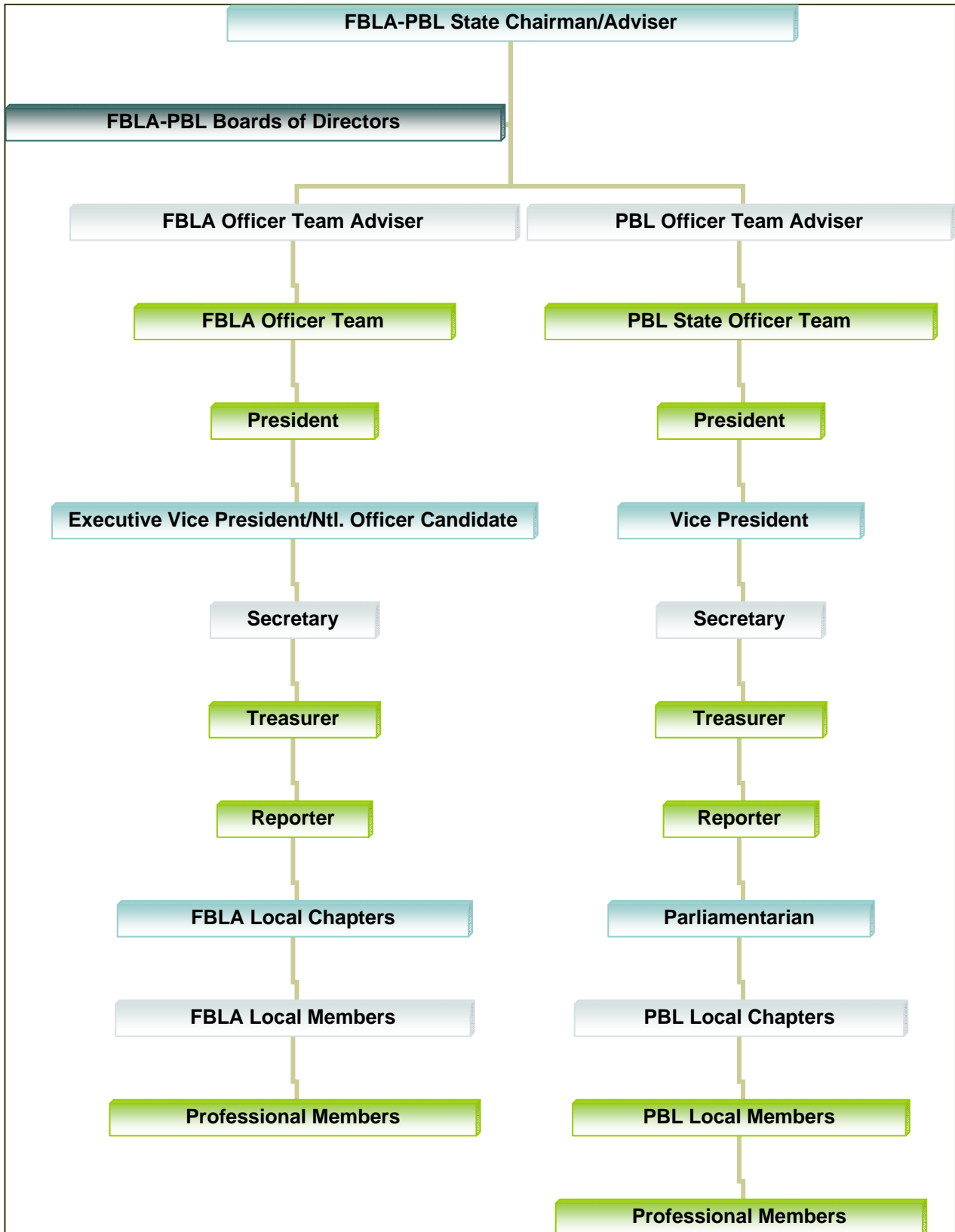
Colorado state chapter operations are financed through the payment of state dues by members. District and local activities are financed through the payment of chapter dues. Memberships at the local, district, state, and national levels are unified and are not available separately. The basic philosophy of FBLA-PBL has always been that members and chapters engage in fundraising projects to make possible various chapter activities and programs.

## State and National Dues

State and National dues are payable to National FBLA by October 20 to be eligible for Gold Seal recognition, Fall Publications, and chapter/state membership awards at NFLC and December 31 of the current year for competitive eligibility at district leadership conferences. State and National dues should be sent to the national office. Membership cards are sent after membership dues are received at the national office.

- National FBLA - \$6.00
- State FBLA - \$7.00 (includes liability insurance)
- National PBL - \$10.00
- State PBL - \$7.00 (includes liability insurance)
- Professional Division - \$23.00 (Recommended for local advisers)

# Colorado Structure



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# Chapter Information

## Chapter Information

### Suggested Program of Work

#### Examples of Activities

- Prepare Students for Business Careers
- Service to the School
- Service to the Community
- Conduct a Public Relations Program
- Conduct Officer and Member Leadership Development
- Recruit Members and New or Reactivated Chapters
- Attend and Participate in Conferences
- Seek District, State, or National Office
- Host Social Events
- Conduct Fundraising Projects

## Committee Structure to Accomplish a Program of Work

- Need for Committees
- Standing Committees
- Special Committees
- How to Form a Committee
- Duties of Committee Chairperson

## Guidelines for Reactivating or Chartering a New Chapter

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# Chapter Information

## Suggested Program of Work

### August

- Prepare an annual program of work.
- Conduct leadership training for officers.

### September

- Conduct a membership drive.
- Appoint standing committees.
- Recruit a new chapter or reactivate an inactive chapter.
- Collect local, state, and national dues from members.
- Make plans for chapter officers to attend the Colorado Fall Conference.
- Conduct a social event.

### October

- Collect local, state, and national dues from members and submit to the appropriate people by stated deadlines.
- Conduct an induction ceremony for new members (see page 63).
- Recruit a new chapter or reactivate an inactive chapter.
- Attend the Colorado Fall Conference.
- Make plans to attend the National Fall Leadership Conference (Mountain Plains Region).
- Plan a fundraising event.
- Conduct an American Free Enterprise activity.

### November

- Plan a service project (Thanksgiving basket).
- Conduct a fundraising project.
- Attend the National Fall Leadership Conference.
- Have an activity to prepare members for a business career.
- Make plans to attend the District Leadership Conference.
- Conduct a second membership drive.
- Conduct an American Free Enterprise activity.

### December

- Conduct a service project (Christmas basket, caroling, etc.).
- Collect local, state, and national dues from members and submit to the appropriate people by stated deadlines.
- Host a social event.
- Select and prepare members who will be competing at the district conference.
- Consider running a student for district, state or national office. (See "State Officer Guide.")
- Make plans for Career and Technical Education/FBLA-PBL Week.
- Continue preparation for District Leadership Conference.

### **January**

- Conduct a fundraising activity.
- Have a program on business careers or leadership.
- Prepare members for district conference competition.
- If appropriate, select a candidate for district, state, and/or national office.

### **February**

- Attend and participate in the district conference.
- Celebrate FBLA-PBL Week.
- Conduct a service project.
- Conduct a fundraising project.
- Submit news articles and photos to the District and/or State Reporter.

### **March**

- Make plans to attend the State Leadership Conference.
- Prepare to enter competitive events that begin at the state level.
- Continue preparation of members selected to represent the district in state competition.
- Have a social event.

### **April**

- Attend and participate in the State Leadership Conference.
- Make plans to attend the National Leadership Conference.

### **May**

- Attend local school board meeting and give a report on the results of the State Leadership Conference.
- Prepare for national competition.
- Elect officers for the following school year.
- Conduct officer installation ceremonies.
- Conduct an employee-employer breakfast.

### **June/July**

- Have a social event.
- Prepare for and attend the National Leadership Conference.

## **Examples of Activities**

The following is a list of activities that have been successfully completed by other chapters. They are only examples, but they should give chapters ideas for the program of work.

### **Prepare Students for Business Careers**

- Invite speakers from educational institutions, local businesses, and personnel agencies.
- Arrange field trips to local businesses.
- Present films and slide shows.
- Manage a school savings bank.
- Provide a job-placement service.
- Prepare students for competition.

**Service to the School**

- Conduct a school assembly.
- Offer word processing services for staff.
- Award scholarships.
- Provide hosts and hostesses for school sponsored events.
- Establish a tutoring program.
- Sponsor a school activity.

**Service to the Community**

- Present Thanksgiving and Christmas food baskets.
- Visit the sick and/or elderly.
- Read to the blind.
- Volunteer for a charity.
- Provide word processing services.

**Conduct a Public Relations Program**

Write news articles for the following:

- School and community newspaper
- District newsletter
- FBLA Today
- Tomorrow's Business Leader
- Write a radio announcement or a feature story.
- Make a bulletin board display.
- Prepare a layout for a school yearbook.
- Submit articles for publication by other organizations.

**Conduct Officer and Member Leadership Development**

- Conduct an officer training session.
- Attend the various FBLA conferences.
- Invite speakers to present workshops on leadership and private enterprise.
- Set aside regular meeting time for member leadership development.

**Recruit Members and New or Reactivated Chapters**

- Host a membership sign-up booth at school registration.
- Utilize school announcements and bulletin boards.
- Write articles for school newspaper.
- Host a party or a meeting with food for prospective members.
- Visit a school that does not have an active FBLA chapter and give a presentation.
- Write letters to schools that do not have FBLA chapters.

**Attend and Participate in Conferences**

- Enter competitive events and actively participate in the various FBLA conferences.

**Seek District, State, or National Office**

- Discuss leadership positions available through FBLA.
- Set up a process where potential candidates are approved.
- Organize a campaign.

### **Host Social Events**

- Coordinate activities with another FBLA chapter in the area.
- Get together with the other student organizations in the school.
- Go ice skating, roller skating, miniature golfing, etc.
- Sponsor a dance.
- Host a party, potluck dinner, picnic, etc.
- Conduct an awards program.

### **Conduct Fundraising Projects**

- Provide a word processing service for faculty, business, and civic organizations.
- Sponsor fundraisers.
- Provide inventory services.
- Prepare and sell athletic programs.

## **Committee Structure to Accomplish a Program of Work**

### **Need for Committees**

The most active chapters have been those which utilize several committees effectively. Committees aid in the development and implementation of activities for the following reasons:

- Ensure the success of activities by delegating specific responsibility to specific individuals or groups.
- Provide opportunities to develop responsibility and leadership experience to more members.
- Allow more members to participate in the development and execution of projects.
- Promote more efficient chapter meetings by brain-storming and discussing specific ideas outside the meeting.

### **Standing Committees**

Standing committees are appointed at the beginning of each year and operate until the end of the school year. Suggested standing committees include social, fundraising, service, conference, and careers and leadership.

### **Special Committees**

Special committees are appointed for a specific activity and are active only while the planning or execution of that project is in progress. Special committees include membership, selection, Christmas dance, etc.

### **How to Form a Committee**

Committees are generally formed in one of two ways. The general membership may appoint or elect the membership of a committee, or the chapter president may appoint a committee. It is helpful to have members on the committee who have an interest in the activity; therefore, members should be asked to volunteer. The president should indicate which member is to be the chairperson or the committee can elect one.

The chapter president and vice president should be responsible for insuring that the committee chairpersons facilitate committee meetings as needed or on a regular basis. The president and vice president should meet with the committees as often as possible.

### **Duties of a Committee Chairperson**

- Arrange in advance a meeting time and place. Be certain each committee member is informed of the meeting.
- Call the meeting to order. Introduce the members unless everyone is acquainted.
- Appoint one member to serve as secretary to the committee.
- State the purpose of the committee and the goal toward which the group is to work.
- Ask the group how the committee can go about suggesting solutions to the problems.

The following rules are recommended:

- give every member a chance to participate;
- solicit opinions; and
- keep the discussion on the questions.
- Summarize each point after the group has agreed on what action to take.
- Review, in closing, the points decided.
- Thank every member of the committee for his/her help.
- Use the secretary's notes to write the committee report.
- Make a duplicate copy of the report. Give the second copy to the secretary or to the president, as directed.
- When called on for the committee's report, give the committee members credit.
- Be prepared to give the report orally to the group unless figures are to be given.
- Offer suggestions to the group at the conclusion of the report.

## **Guidelines for Reactivating or Chartering a New Chapter**

When establishing a new chapter or reactivating a chapter, the following should be followed:

- Contact a state officer and/or State Chairperson/Adviser.
- The state officer will request assistance from an active chapter to help organize the new or reactivated chapter.
- Submit bylaws, chapter fees, and membership to State Chairperson/Adviser for approval.

Ideas for the reactivation or chartering of a chapter:

- Installation and initiation of members.
- Showing the emblem ceremony.
- Show FBLA slide presentation/video.
- Using the flip chart.
- Ideas on membership drives and fundraising.
- Use of state and national pamphlets.
- Talk from a state officer.

Those to invite:

- School administration.
- Instructors and counselors.
- Students interested in business.
- Parents.
- Radio, television and newspaper representatives.
- The business community (Advisory board, employers, prospective supporters)

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# Conferences

## Conferences

**Colorado Fall Leadership**  
**National Fall Leadership**  
**District Leadership**  
**State Leadership**  
**National Leadership**  
**Professional Division**  
**Conference Information**  
**Colorado Code of Conduct**  
**Colorado Medical Release**

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# Conferences

## Conferences

Leadership conferences give members of Future Business Leaders of America an opportunity to meet new people and to travel to different parts of their own state and throughout the nation. Members can be helped to develop leadership qualities and to learn about career and technical education opportunities from speakers and workshops.

### Colorado Fall Leadership Conference

In September -October, the state officer team hosts four fall leadership conferences for local chapter officers and members. The main objective of these workshops is to provide leadership training for local chapter officers and members. The local chapter officers learn the duties and responsibilities of their offices as they also become more effective leaders.

### National Fall Leadership Conference

National FBLA is divided into five regions each of which has been hosting regional conferences since 1971 for the states which comprise them. These regions are Eastern, Southern, North-Central, Mountain-Plains, and Western. Colorado is part of the Mountain-Plains Region which also includes Kansas, Nebraska, New Mexico, North Dakota, South Dakota, Oklahoma, Texas, and Wyoming. This conference is traditionally held in November. The Mountain Plains Vice President presides at this conference.

### District Leadership Conference

Each of the nine districts has a conference in February/March hosted by the Vice President representing each respective district. The purpose of the conference is to elect district officers, conduct district business, and conduct preliminary competitive events to determine who will represent their respective districts at the state leadership conference.

### State Leadership Conference

In April, Colorado FBLA presents a State Leadership Conference. The site of this conference is Vail, Colorado. The purpose of the conference is to elect state officers, conduct state business, offer leadership and career workshops to members, and conduct competitive events to determine state winners who will represent Colorado at the national level.

### National Leadership Conference

The National Leadership Conference is held in the summer. State winners from all states compete in the various events to determine the national champion. National officers are elected and workshops are offered.

Effective August 4, 1993, any student attending the National Leadership Conference must be accompanied by his/her local adviser, local school district employee, or his/her parent. If the above mentioned is unable to accompany the student to the National Leadership Conference, the student will forfeit his/her right to competition and the next place winner will be notified. The Board of

Directors is aware of the financial responsibility but also expects the Colorado reputation to remain unscarred.

### **Professional Division**

All professional members are urged to attend the conferences of both FBLA and PBL.

Professional members may be used to judge, administer, or coordinate events. The Professional Division may provide workshops and speakers to help the members become better aware of the free enterprise system and the business world.

## **Conference Information**

Americans With Disabilities Act - reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate, please notify the Colorado Career and Technical Student Organizations Office at (303) 595-1583 two (2) weeks prior to the activity.

Both students and advisers need to plan early if they are to attend a conference. Here are some helpful suggestions:

### **Adviser Responsibilities.**

- Make and confirm all arrangements made for the conference. This includes travel, registration, hotels, and competitive events.
- Review the Code of Conduct with your students regarding their behavior and their curfew.
- Let them know what you expect.
- For an overnight conference, each student is required to have a signed Code of Conduct and an Authorization-Medical Release on file. You may substitute a district form for this permission form.
- Review the FBLA Dress Code with your students so they know what clothing to take.
- Meet with your students upon arrival at the conference to finalize arrangements for meals, meetings, competitions, etc.

### **Financial Arrangements.**

You will have to determine how much money you will need for transportation and meals en route plus meals at the conference, registration fees, hotel accommodations, cab or bus fares, etc. Make your hotel and plane reservations early--it may save you money.

You will need extra money for tips, souvenirs, and snacks. The amount you tip and the person you tip will vary with the type of service you receive. The rule of thumb is 17 percent for good service.

Keep all receipts for money spent if you are using chapter money. The money may need to be accounted for when you get back home. Check with your adviser.

### **Travel Tips.**

- Be early for departure; two hours if flying.
- Be responsible for your own belongings; keep valuable equipment with you.
- Room service can be expensive; use it sparingly.
- At a restaurant, ask for separate checks before you place your order.
- Travel light; take just enough clothing for the trip.
- Carry travelers' checks, not cash.

# CODE OF CONDUCT

## COLORADO FUTURE BUSINESS LEADERS OF AMERICA

The purpose of the Code of Conduct is to ensure that FBLA members who attend a conference are aware of expected behavior. It is the adviser's responsibility to discuss the form with the members and stress the importance of abiding by the rules. Colorado FBLA is proud of its reputation and encourages advisers to closely monitor students at all conferences. Advisers must have a signed Code of Conduct in their possession at all FBLA activities and must submit a signed copy for each member with registration for the State Leadership Conference.

### **CONDUCT POLICIES AND PROCEDURES FOR COLORADO FBLA**

The following conduct policies reflect minimum behavioral standards for Colorado FBLA members. The policies are in effect for all delegates who are attending any Local, State or National FBLA function. The term "delegate" shall mean any FBLA member.

- ◆ Defacing of public property—any damage to or loss of property or furnishings of the properties being utilized for meeting purposes will be paid for by the individual or chapter responsible.
- ◆ Delegates shall keep their adult advisers informed of their activities and whereabouts at all times.
- ◆ Delegates will not be allowed to leave the conference site at any time without adult supervision.
- ◆ Members will be prohibited from participation without local supervision provided by the chapter or school. For the National Leadership Conference a designated local adviser or parent will be expected to accompany the participants.
- ◆ Delegates shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an adviser or other responsible adult.
- ◆ Alcoholic beverages and controlled or illegal substances (drugs) of any form are not allowed. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
- ◆ Use of tobacco in any form by an FBLA member is prohibited.
- ◆ Participants will NOT be admitted to conference activities and competitive events if in violation of the dress code. Furthermore, competitors will not walk on stage during awards sessions if observed violating the dress code.
- ◆ Observe the curfews as listed in the conference program. Curfew is defined as being in your own assigned room by the designated hour.
- ◆ Members of the opposite sex are not allowed in sleeping rooms in hotels or motels unless the door is WIDE OPEN or the chapter adviser or responsible adult is present in the room.

### **DISREGARDING OR VIOLATING THE CODE OF CONDUCT**

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, competitive event disqualification, forfeiture of privileges to attend further events, confinement to your hotel room, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FBLA-PBL reserves the right to notify law enforcement. Any Code of Conduct violation must be brought to the attention of the state adviser prior to the conclusion of the conference.

## **DRESS CODE**

### **COLORADO FUTURE BUSINESS LEADERS OF AMERICA**

FBLA members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world.

Appropriate attire is required for all attendees (advisers, members, and guests) at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. *Participants will NOT be admitted to workshops and competitive events if in violation of the dress code. Furthermore, competitors will not walk on stage during awards sessions if seen violating the dress code.* For safety reasons, do not wear name badges outside of conference activities.

#### **Males**

- ☆ Business suit with collared dress shirt, and necktie or
- ☆ Sport coat, dress slacks, collared shirt, and necktie or
- ☆ Dress slacks, collared shirt, and necktie.
- ☆ Banded collar shirt may be worn only if sport coat or business suit is worn.
- ☆ Dress shoes and socks.

#### **Females**

- ☆ Business suit with blouse or
- ☆ Business pantsuit with blouse or
- ☆ Skirt or dress slacks with blouse or sweater or
- ☆ Business dress
- ☆ Dress shoes
- ☆ Nylons when wearing skirts and dresses.

#### **Inappropriate attire, for both men and women, includes:**

- ☆ Jewelry in visible body piercing, other than ears
- ☆ Denim or chambray fabric clothing of any kind
- ☆ Overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- ☆ Backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/skirts
- ☆ T-shirts, Lycra, spandex, midriff tops, tank tops, bathing suits
- ☆ Sandals, flip flops, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee-boots
- ☆ Athletic wear, including tennis shoes
- ☆ Hats or flannel fabric clothing
- ☆ Bolo ties
- ☆ Visible foundation garments

*Dress code violations must be apparent upon a quick glance. When checking dress code, ask yourself a simple question: "What would a job interviewer notice?" No one is to be disqualified from a competition if seen violating the dress code AFTER the competition has already begun. Violations must be determined before competitions begin.*

Clarification: Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses are accepted.

**CODE OF CONDUCT**  
**COLORADO FUTURE BUSINESS LEADERS OF AMERICA**

**VERIFICATION STATEMENT**

This is to acknowledge I have read and understand the FBLA Policies and Procedures, Code of Conduct and Conference Dress code.

<hr/> <p>(School)</p>	<hr/> <p>(District #)</p>	
<hr/> <p>(Student Printed Name)</p>	<hr/> <p>(Student Signature)</p>	<hr/> <p>(Date)</p>
<hr/> <p>(Parent/Guardian Printed Name)</p>	<hr/> <p>(Parent/Guardian Signature)</p>	<hr/> <p>(Date)</p>
<hr/> <p>(Adviser Printed Name)</p>	<hr/> <p>(Adviser Signature)</p>	<hr/> <p>(Date)</p>
<hr/> <p>(School Administrator Printed Name)</p>	<hr/> <p>(School Administrator Signature)</p>	<hr/> <p>(Date)</p>

**DUE TO STATE OFFICE BY DECEMBER 31**

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## **Authorization – Medical Release**

One purpose of this form is to show that the parent(s)/guardian(s) grant permission for the student to attend the conference. It also allows for emergency medical treatment if a parent/guardian cannot be reached. The adviser must have in his/her possession an Authorization/Medical Release Form for each dues paid member dated for the entire current school year. Also, a separate medical release form is required for each adviser and guest attending each function.

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**AUTHORIZATION—MEDICAL RELEASE—PARENTAL CONSENT FORM**

A SEPARATE FORM IS REQUIRED FOR **EACH STUDENT** ATTENDING STATE AUTHORIZED ACTIVITIES. Duplicate as necessary.

Student Name \_\_\_\_\_

Name of Organization Colorado FBLA-PBL

Adviser \_\_\_\_\_ School Name: \_\_\_\_\_

**ADVISER AUTHORIZATION AND STUDENT PARTICIPATION AT ALL LOCAL, DISTRICT, STATE, AND NATIONAL CTSO ACTIVITIES FOR THE YEAR DESIGNATED BELOW:**

Date(s) of Activity: From August 1, 200 to July 31, 200

I, the adviser, hereby certify that this student has been authorized to represent our chapter as a participant/delegate and has received instructions concerning the organization rules at state authorized activities.

\_\_\_\_\_  
(Signature of Adviser) (Date)

I, the student, do hereby verify that I have received the above information.

\_\_\_\_\_  
(Signature of Student) (Date)

**MEDICAL RELEASE:**

I, \_\_\_\_\_  
(Parent's/Guardian's Signature) (Social Security #)

\_\_\_\_\_ of \_\_\_\_\_  
(Relationship) (Student's Name) (Social Security #)

\_\_\_\_\_ of \_\_\_\_\_  
(Date of Birth) **(Complete home address including ZIP Code)**

Hereby authorize in advance any necessary medical treatment required for my son/daughter. \_\_\_ Yes \_\_\_ No

This student is presently under medical care. \_\_\_ Yes \_\_\_ No

If yes, explain: \_\_\_\_\_

Date Signed \_\_\_\_\_ Parent/Guardian Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Other Relative \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

Medical Insurance Co. \_\_\_\_\_ Policy # \_\_\_\_\_

Name of Insured \_\_\_\_\_

Name of Family Physician \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Physician or Clinic Address \_\_\_\_\_

Any allergies, medications, etc. \_\_\_\_\_

Date of last Tetanus \_\_\_\_\_

**PARENT/GUARDIAN AUTHORIZATION:** I hereby grant permission to those parties supervising the trip to obtain emergency treatment for my son/daughter if necessary. I agree not to hold the Colorado Career and Technical Student organizations, the State Board for Community Colleges and Occupational Education, or any of its agents, liable for any accident, illness, or injury to my son/daughter/self during participation in any state authorized activity, including travel to and from activity sites.

\_\_\_\_\_  
(Signature of Parent/Guardian if student is under 18 years) (Date)

\_\_\_\_\_  
(Signature of student if student is over 18 years) (Date)

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A SEPARATE FORM IS REQUIRED FOR **EACH ADULT** ATTENDING STATE AUTHORIZED ACTIVITIES. Duplicate as necessary.

### AUTHORIZATION – MEDICAL RELEASE

Name \_\_\_\_\_

Name of Organization Colorado FBLA-PBL

School Name \_\_\_\_\_

### MEDICAL RELEASE

I, \_\_\_\_\_ (Signature of adviser, teacher or parent) \_\_\_\_\_ (Social Security #)

hereby authorize in advance any necessary medical treatment required for me.

I am presently under medical care. \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain: \_\_\_\_\_

Date Signed \_\_\_\_\_

Home Phone \_\_\_\_\_

Medical Insurance Co. \_\_\_\_\_

Name of Insured \_\_\_\_\_

Name of Family Physician \_\_\_\_\_

Any allergies, medications, etc. \_\_\_\_\_

### AUTHORIZATION

I agree not to hold the Colorado Career and Technical Student Organizations, the State board for Community Colleges and Occupational Education, or any of its agents, liable for any accident, illness, or injury to me during participation in any state authorized activity, including travel to and from activity sites.

This release is for all local, district, state and national CTSO activities for the **current** school year beginning July 1 and ending August 1.

\_\_\_\_\_  
(Signature of Adviser, Teacher or Parent)

\_\_\_\_\_  
(Date – month/day/year)

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# Leadership

## Leadership

### **Local Chapter Office**

- Qualifications for Local Chapter Office
- Suggested Duties of Local Chapter Officer

### **District Office**

- Qualifications for District Office
- Selection Procedures
- Duties of a District Officer

### **State Office**

- Qualifications and Procedures
- Duties of State Officers
- Duties and Responsibilities of Specific State Officers

### **State Officer Standard Operating Procedures and Responsibilities**

- Telephone
- Written Communications
- Uniform
- Expense Forms
- Travel Authorization
- Supplies and Materials
- Files
- Insurance
- Travel Tips

### **State Officer Travel Checklist**

### **Adviser Responsibilities**

### **National Office**

- Procedures for Electing National Officers
- Colorado Guidelines for Selecting National Officer Candidates
- Duties and Responsibilities of National Officers

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# Leadership

## Leadership

The experience of running for a local, state, or national FBLA office--win or lose--is an educationally rewarding experience and one that is typical of the American way of life. A good campaign demands cooperative effort and allegiance on the part of each member of the team. In no situation other than in an FBLA office does a chapter member have more opportunity to develop the qualities of leadership. The qualifications and duties of the officers at each level of FBLA are presented in this section.

## Local Chapter Office

### Qualifications for Local Chapter Office

Each local FBLA chapter follows its own regulations for running for local office. Many advisers have found it advantageous to elect new FBLA officers in May to serve until the same time the following year. This means that the officers who are in their senior year will have their major responsibilities over by May and their senior activities will not interfere with the FBLA activities. At the same time, they are available to assist the new officers with their duties. This also gives the officers a good opportunity to become thoroughly familiar with FBLA before they attend the conferences and workshops the following year.

### Suggested Duties of Local Chapter Officers

All local chapter officers should be familiar with the chapter constitution/bylaws, as well as the annual program of activities. Each officer should cooperate with other officers and members at all times.

Officer Resource Guides are contained in each starter packet. Additional copies are available from the State Adviser. There is a guide for the following offices: President/Vice President, Secretary, Treasurer, Reporter/Historian, and Parliamentarian. Each guide contains specific duties and suggestions on how to perform the functions of that office.

## District Office

### Qualifications for District Office

The registration materials for the district conference will inform advisers how to have students apply for the various offices. All districts use the following guidelines:

- A candidate must submit an application for a district office with the district adviser.
- Only those applicants who are officially certified by the Selection Committee are eligible to become candidates for a district office.
- To be eligible for district office, a candidate must be an active member who has the approval of his/her adviser, local chapter, school administrators, and parents. The District Secretary and District Reporter candidates shall be nominated and selected annually at the District Leadership Conference by a majority vote of local chapter delegates.
- The officers will be installed at the District Leadership Conference and shall assume their duties at the State Leadership Conference.
- The candidates for the office of District President (State Vice President) must meet the same qualifications specified for state officers.

## Selection Procedures

All candidates choosing to run for an office at the District level must submit the following:

- Application for office
- Resume (not to exceed two pages)
- Three (3) letters of recommendation including one from a teacher/counselor/administrator, one from the local chapter FBLA adviser, and one from someone who is not associated with the school.
- Transcript

The candidates for District Reporter and District Secretary will deliver a campaign speech at the second general session of the District Leadership Conference. Campaign/candidate speeches by the campaign manager and the officer candidates are limited to a total of four (4) minutes. These time limits will be strictly enforced. Selection is held immediately following. The officers are selected by a majority vote of the voting delegates representing each school within the district. The newly selected District Reporter and District Secretary will be installed at the awards session of the District Leadership Conference.

## Duties of the District Officer

**The District Secretary.** The District Secretary shall perform the duties common to the office such as keeping an accurate record of the District FBLA Executive Board meetings. The District Secretary will be responsible for both the Fall and District Leadership minutes and will send a typed copy of the minutes of each conference to the Vice President within one week of the Conferences. One copy of the minutes shall be retained for the secretary's files, and one copy shall be mailed to each member of the District FBLA Board. It shall be the duty of the secretary to keep the district officers informed concerning such items as officer meetings, programs, projects, newsletters, and other district activities when necessary. The District Secretary will also be responsible for all duties assigned at the District Executive Board meetings.

**The District Reporter.** The Reporter shall act as a public relations officer for the District and maintain a historical record of the District Chapter. The Reporter may prepare for printing and distributing District newsletters during the school year. In addition, the Reporter shall send articles about the District's activities to the State Reporter for the Colorado FBLA Today. The District Reporter will be responsible for all duties assigned at the District Executive Board meetings.

## State Office

### Qualifications and Procedures

Each candidate must be a member in good standing in an FBLA chapter at the school in which he/she is enrolled.

**Candidates must have taken or be currently enrolled in a business or business-related course.**

- A school may have no more than (3) three candidates for an office. An unlimited number of candidates may come from a district. However, they may compete in an individual written event (an event qualified in at districts).
- Candidates **MAY NOT** compete in any speaking, interview or presentation events at the state level.
- Each candidate must have been approved by his/her local adviser and local chapter.
- Each candidate must have at least one full school year remaining in the business education program.
- Each candidate must have a 2.5 GPA.
- Each candidate for state office must file an official application with the State Adviser by the state registration deadline.
- Each candidate for state office must hold or have held an elective executive office in his/her local chapter or a similar office in an organization on the approved list of National and State Activities released by the National Association of Secondary Principals.
- State officer candidates shall submit the following to the state adviser with the State Leadership Conference registration:
  - State Officer Application with appropriate signatures
  - Resume

- Letter of recommendation from the local adviser, a teacher outside the business education department, and a member of the business community.
- Transcript
- Flier or brochure—8 ½ x 11 sheet of white or colored paper, front and back. May include artwork. Must include photo. (20 copies)
- Copy of business article published in the Colorado FBLA Today newsletter. (Article may not be a chapter information article or candidate biography)

Applicants for office must be officially certified by the Selection Committee to become candidates. The candidates for office must be present at the District and State Leadership Conferences to be eligible for official nomination. An appointed Selection Committee at the State Leadership Conference will review all candidate applications for state officer positions. Candidates will want to review all aspects of the FBLA organization including the history, organizational chart, pledge, leadership goals, and insignias. The Selection Committee may be composed of past state officers, local advisers, business and industry representatives and FBLA members as assigned by the FBLA State Adviser and State Officer Team Adviser.

Each of the state vice presidents shall be from the same district he/she is to represent.

The president, executive vice president, secretary, treasurer, reporter and each of the nine state vice presidents shall be selected by a majority vote of the Selection Committee of each chapter at the State Leadership Conference.

### **State Officer Candidate Guide**

The State Officer Candidate Guide is the official guideline for all aspects of running for state office. Specific officer duties are outlined in this guide, as well as responsibilities of the officer and his/her adviser. Advisers are urged to read this guide carefully and to encourage qualified students to run for state office. State officers receive a program of leadership training that is a valuable experience. Contact the State Adviser for a copy.

### **Duties of State Officers**

Duties of state officers are outlined in the state chapter bylaws. Activities include answering correspondence, conducting workshops, speaking before small and large groups, writing articles for various publications, setting goals and objectives for themselves and the association, introducing business and government leaders to the association's programs, and assisting in the planning of FBLA or PBL Leadership Conferences.

State officers become an extension of the State Board and state committee--all working together to guide the state chapter toward its goals. All of these activities must be completed in one short year.

Each officer may develop specific responsibilities during the Summer Planning Conference. The basis for the Executive Council goals and objectives should be consistent with the state and national goals.

All state officers (president, executive vice president, secretary, treasurer, reporter and state vice presidents) have the following specific duties:

- Make a minimum of two local chapter visitations.
- Attend one Fall Leadership Conference.
- Attend one District Leadership Conference (other than their own).
- Attend all Executive Council meetings.
- Attend the Colorado Career and Technical Student Organization Leadership Conference (during the summer).
- Attend the State Leadership Conference (most expenses paid by Colorado FBLA). **Note:** State Conference has preference over prom, athletics, and other related activities. If you decide to attend an activity that conflicts with the state conference, you will not participate at the state conference.
- Follow and abide by the Executive Council Written Policies.
- Submit required documents to State Chairperson/Adviser and State Officer Team Adviser.
- Attend the National Leadership Conference (optional).
- Attend the National Fall Leadership Conference (optional).
- Responsible for other duties as delegated by State Chairperson-Adviser or State Officer Team Adviser.

# Duties and Responsibilities of Specific State Officers

## State President

- Is a member of the Board of Directors and attends all official board meetings.
- Presides over and conducts all state executive board meetings.
- Is a member of the CTSO Advisory Council

## Executive Vice President/National Officer Candidate

- Assists the president in the promotion and development of FBLA.

## State Vice Presidents

- Assists the president as needed.
- Plans and presides over all district board meetings.
- Plans and prepares for the district workshops and conferences.
- Corresponds with the chapters within the district.
- Writes articles for each issue of the district's newsletter.

## State Secretary

- Keeps an accurate record of all State Executive Board meetings.
- Publishes and mails minutes within ten working days of the meeting.

## State Treasurer

- Provides a financial report at each State Executive Board meeting.

## State Reporter

- Publishes FBLA Today at least once during the year.
- Prepares news releases for other publications and broadcasts.
- Sends articles on state activities to the national office to be published in Tomorrow's Business Leader.

# State Officer Standard Operating Procedures and Responsibilities

Your state office, of course, means that you have a tremendous responsibility to the organization and to your constituency. But, you also have a great responsibility to yourself, your family, and your education. Your office DOES NOT take precedence over your education. Decline an assignment if there is an educational conflict.

During your term of office, some of you will, perhaps, hold another office on the local chapter level. You must remember that you may "wear only one hat at a time."

As a state officer, you will be expected to assist local chapters in their growth and development as requested by the local officers and advisers.

Your Fall, District, and State Leadership Conference responsibilities will be numerous. You are expected to attend, and you will be advised well in advance of the activities in which you will be expected to participate. State officers should NOT permit themselves to be involved with ANY candidate for state office.

## Telephone

As a state officer, you will be responsible for contacting local chapters for visitations. Any telephone calls concerning Colorado FBLA can be reimbursed by the state organization. Attach a copy of the itemized list of phone calls to your expense form.

## Written Communications

You will be sending out numerous items of written correspondence during your year as a state officer. Before you send any correspondence, have your adviser proofread it for accuracy. You should NEVER send any correspondence with an error! A copy of ALL correspondence should be sent to the State Chairperson-Adviser and State Officer Team Adviser! Use the official Colorado FBLA stationary for correspondence; DO NOT use the letterhead for second sheets.

## **Uniform**

You will be expected to be in official dress for all functions of Colorado FBLA, unless otherwise notified. Official dress is business attire with your blazer. You were given an FBLA blazer when you became an officer; you should keep it clean. Blazers are to be returned to the state office at the conclusion of the State Leadership Conference. Denim is never appropriate for state officers.

## **Expense Forms**

You must file an expense form to be reimbursed for your expenses for Colorado FBLA. This expense form should be sent to the FBLA State Adviser.

## **Travel Authorization**

When you are traveling for Colorado FBLA, each state officer must mail a travel authorization to the State Chairperson-Adviser at least ONE WEEK prior to your trip. In addition to YOUR signature, the form requires your local adviser, school administrator, and parent to sign the form. If you do NOT submit the travel authorization, you will NOT be reimbursed for that trip. After repeated violations, you MAY be asked to submit your resignation from your office. You should travel the LEAST expensive way; travel with other officers if possible.

## **Supplies and Materials**

Each officer should have in their materials the following items: a copy of this the Colorado FBLA Operations Handbook, a copy of the Parliamentary Procedure Handbook, and a copy of the CTSO State Officer Handbook. All handbooks MUST be given to your successor at the end of your term of office.

## **Files**

Each of you, as state officers, should keep a set of files during your term of office; you should have received some files from the previous officer. Put a copy of any correspondence in your files that would help your successor for the next year. Please DO NOT lose these files as they are irreplaceable!

## **Insurance**

You MUST submit proof of automobile insurance to the State Chairperson-Adviser by the first CTSO training meeting.

## **Travel Tips**

- Leave an up-to-date itinerary at your home and with your local adviser, not only for the convenience of your family, but also so the State Chairperson-Adviser will know where to reach you should it be necessary.
- Let your host or hostess know your arrival and departure times.
- In all cases, only the NECESSARY expense involved in travel will be paid by Colorado FBLA.
- Receipts are REQUIRED for all hotel, telephone, and supplies. These receipts should be attached to your expense form.
- When you are invited to a conference or any Colorado FBLA function, find out from the person issuing the invitation exactly what will be expected of you during your visit. More than your presence should be expected! Whatever is asked of you, be prepared to do it--DO NOT wait until you arrive to make preparations!
- Proper "thank you" letters should be written to the host or hostess as soon after the visit as possible with a copy sent to the State Chairperson-Adviser and the State Officer Team Adviser.
- It is customary to tip 15-20 percent for meals and 10 percent for a taxi. One dollar per bag for hotel bellmen is customary and \$1 per night per person is the customary gratuity for the maid who cleans your hotel room.
- When traveling, you are a goodwill ambassador for the organization. Be prepared to answer questions not only at your destination but also en route.

## Adviser Responsibilities

The responsibilities and duties outlined below have been prepared to assist local advisers in helping their state officer during the year.

- Be sure that you understand the duties of the state officer. Advisers must also accept the responsibility for assisting their officer and should secure the endorsement and support of parents, school officials, and employers.
- Local advisers should attend the Executive Council meetings when requested with their officers. These meetings are used to formulate the officers' responsibilities and program of work for the year and give the advisers insight into their support role. The adviser should attend the Conference Planning Workshop during the summer to help prepare for the conferences during the year.
- Be prepared to devote office space and personal time to your officer. Helping your officer get organized is important. He/she must learn to budget time and keep materials readily available. Secure the assistance of your local chapter. All must pitch in during critical periods.
- 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/her personal and organizational goals.
- Assist your officer in making travel plans, automobile, and hotel reservations.
- See that your officer accepts these responsibilities:
  - Acquire good basic knowledge of the organization and be capable of discussing ideas and issues intelligently.
  - Portray the proper image when representing the organization;
    - color-coordinated business attire for daytime and appropriate clothes for evening;
    - correct grammar usage;
    - proper manners and etiquette;
    - good attitude and public relations skills in working with individual members and chapters.
  - Prepare appropriate speeches when asked to visit local or state conferences, business, and civic groups. Local advisers should review speech materials, outlines, etc., and the officer should practice the speech before an appearance.
  - 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 you for suggestions and any necessary changes. As the year progresses, fewer changes should be necessary.
  - Submit required documents to State Chairperson/Adviser and the State Officer Team Adviser.

It is sometimes difficult for the adviser to play the dual role of adviser and teacher. The relationship between adviser and officer may be critical to your local and state chapter success. 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, the adviser pledges support to the officer and the organization.

## National Office

### Procedures for Electing National Officers

The national president, secretary, and treasurer are nominated and selected annually at the National Leadership Conference by a majority vote of state chapter delegates. The five regional vice presidents are selected annually at the National Leadership Conference by a majority vote of voting representatives of local chapters from the regions concerned. The individual (with at least one year of high school remaining) who scores the highest on the parliamentary procedure written test is appointed national parliamentarian.

### Colorado Guidelines for Selecting National Officer Candidates

Colorado candidates for national office shall be selected as follows: applications for candidacy must be sent to the State Adviser by the published deadline date prior to the state conference.

## **Duties and Responsibilities of National Officers**

The National Officer Candidate Guide is the official guideline. Advisers who have a student interested in running for a national office should contact the State Adviser or the national office for a copy.

### **The President shall:**

- serve as Chairperson of the National Executive Council
- preside over the Council meetings and business meetings of FBLA
- serve as a member of the Board of Directors
- appoint appropriate committees and committee chairmen
- serve as an ex officio, nonvoting member of all committees
- perform other duties for the promotion and development of local, state, and national FBLA

### **The Executive Vice President shall:**

- assist the President in the promotion and development of FBLA in the regions which elected them
- assist in planning Fall Leadership Conferences
- preside at regional meetings at the National Leadership Conference

### **The Secretary shall:**

- keep an accurate record of all business meetings of the National Leadership Conference and the National Executive Council
- supply promptly at least one copy of the minutes and substantiating reports to the FBLA President and the Association President and Chief Executive Officer
- initiate communication with state officers to promote quality articles for national publications

### **The Treasurer shall:**

- assist the national office in keeping an accurate record of national officer travel expenses and disbursements, and in planning national officer travel
- present an annual financial report to members at the National Leadership Conference

These officers shall serve on the National Executive Council, perform the duties prescribed in these Bylaws, and perform such other duties as are directed by the FBLA President and the Association President and Chief Executive Officer and not inconsistent with these Bylaws or other rules adopted by FBLA.

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# Constitution and Bylaws

## Constitution and Bylaws

- Colorado FBLA-PBL State Chapter Constitution
- Colorado Future Business Leaders of America Bylaws
- Financial Policies
- Financial Policies and Practices
- District Expenses
- Complaint Procedures
- Colorado FBLA State Officer Meetings
- Colorado FBLA State Officer Policies and Procedures
- Colorado FBLA District Policy and Procedure
- Professional Division Bylaws

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# Constitution and Bylaws

## Colorado FBLA-PBL State Chapter Constitution

### Article I. Name

The name of this organization shall be the Colorado State Chapter of the 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 Colorado. The Chapter shall provide as an integral part of the instructional program additional opportunities for secondary students (grades 9-12) in business education to develop career and technical supportive competencies and to promote civic and personal responsibilities.

The purpose of this PBL Chapter shall be to further the goals of PBL within the State of Colorado. The Chapter shall provide opportunities for postsecondary and college students to develop career and technical supportive competencies for business occupations and business teacher education. PBL is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

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 and policies of FBLA-PBL, Inc.

### Article III. Membership

The membership of the Chapter shall consist of FBLA or PBL members residing within the State of Colorado. 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, employee, or any other private individual or to the benefit of any corporation or organization, any part of the net earnings of which inure to the benefit of any private individual; provided, this shall not prevent payment of reasonable compensation for services actually rendered the Chapter in effecting its goals.

The Chapter shall not divert any part of its income or corpus to 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 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 or moneys worth; by selling any substantial part of its securities or other property for less than adequate consideration for money or moneys 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 that might jeopardize the fulfillment or carrying out of its objects. The Chapter shall not devote a substantial portion of its activities 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 any activity which might affect its right or the right of FBLA-PBL, Inc., to full tax exemption or the right of donors to the Chapter of FBLA-PBL, 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 to charitable, scientific, or educational 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 a Board of Directors which shall serve as the policymaking body for the Chapter, and which shall be subject to this constitution, the FBLA or PBL Bylaws, and the Board of Directors of FBLA-PBL, Inc.

Section 3. The chapter shall adopt a set of Bylaws consistent with this Constitution, which shall include the powers and duties of the board of Directors, officers and selections, meetings of the Chapter, and any other provisions necessary for the orderly administration of the Chapter.

Section 4. The Chapter shall maintain such relationship with FBLA or PBL local chapters within the State Of Colorado as shall be approved by the Board of Directors. The Chapter may apply to the Internal Revenue Service for a group tax exemption ruling on behalf of the local chapters within the state.

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

#### **Article VI. Emblems and Insignia**

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

#### **Article VII. Amendment**

This Constitution is a mandatory Constitution drafted by FBLA-PBL, Inc., for adoption by its state chapters and shall be un-amendable without the written consent of FBLA-PBL, Inc. Should amendments be required for the purpose of qualifying or retaining qualification 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, shall become a part of this Constitution with or without the consent of the Chapter.

# Colorado Future Business Leaders of America Bylaws

Updated, April 2007

## Article I. Name

Section 1 - Name. The name of this organization shall be the Colorado State Chapter of the Future Business Leaders of America. The letters "FBLA" may be used officially to designate the organization, its units, or members thereof.

## Article II. Purpose

Section 1 - General Purpose. The purpose of FBLA is to assist youth and young adults enrolled in business programs to develop career and technical competencies, a sense of civic responsibility and to instill leadership capabilities for home, work, and community. FBLA is designed to be an extension of the instructional program; thus, becoming an integral part of the business curriculum.

Section 2 - Promotion. It shall be the purpose of the Colorado State Chapter to encourage and promote active FBLA chapters in educational institutions offering instruction in business education.

## Article III. Membership

Section 1 - State Membership. Colorado FBLA is a state organization for students currently enrolled in business programs (public, parochial, and private) or for those students who have previously taken at least one business course, including those operating under the provisions of the Colorado State Plan for Career and Technical Education, as provided by the current state and federal legislation. The Colorado State Chapter shall consist of all local chapters of FBLA in educational institutions in the State of Colorado.

Section 2 - Special Emphasis Groups. A local chapter may have as many special emphasis groups within the organization as it deems necessary to meet the needs of all student interests. Special emphasis groups operating under the FBLA "umbrella" may be in the following fields: clerical, information processing, accounting, management, secretarial, cooperative education, etc. The local chapter of FBLA shall assume full responsibility for coordinating the program for these special interest groups.

Section 3 - State Chapter Membership. Membership of FBLA shall consist of the total members of the chartered chapters, and these members shall hold membership in Colorado and the respective local FBLA chapters on an active status determined by a payment of dues by the members or the school. The Colorado State Chapter is chartered as a member of the National FBLA organization as approved by the National Board of Directors of FBLA-PBL, Inc.

Section 4 - Unified Membership. Membership in FBLA is unified on the local, state and national levels and is not available separately. Membership is open to all business students and established by the payment of dues and by the fulfillment of other required obligations. Local chapter members shall be recognized only through the Colorado Chapter of National FBLA.

Section 5 - Types of Membership. Membership in the chapters of FBLA may consist of the following four types:

- Active Membership - any student participating in a business program, including those operating under the provisions of the Colorado State Plan for Career and Technical Education, as provided by current state and federal legislation, is entitled to become an active member of the chapter. A member must accept the purposes of the organization, subscribe to the creed, demonstrate a willingness to contribute to good school/community relations, and possess and develop qualities for employment. Active members shall pay dues as established by FBLA and shall be eligible to participate in district, state, and national events, serve as voting delegates to district, state and national conferences, hold district, state and national office, and to otherwise represent Colorado or their local chapter as approved by their respective state and local adviser.
- Professional Division - shall be persons associated with or participating in the professional development of FBLA as approved by the Colorado FBLA Chapter. Such members may include local and state chapter advisers, supervisors of cooperative work-training students, advisory council representatives, members of the business community, and other persons contributing to the growth and development of FBLA, but shall be ineligible to participate in the competitive events, serve as voting delegates, or hold office.

- State Honorary Life Membership - may be persons making significant contributions to the field of business education and to the growth and development of FBLA at the state level. Honorary life members may be selected by the State FBLA Executive Council, Executive Committee or Board of Directors. These members shall not be eligible to vote or hold office and are not required to pay dues.

#### **Article IV. Membership Dues**

Section 1 - Membership Year. The membership year shall be from August 1 through July 31.

Section 2 - Membership Dues. Membership dues shall be established by the State Executive Council, and approved by the Colorado FBLA Board of Directors. Any proposed change in dues shall be established by the voting delegates present at the State Leadership Conference. Initial dues deadline is October 20--final dues are payable prior to December 31 (received) of the current school year, for participation in competitive events at the District Leadership Conferences. Dues for members new to the business program, taken into the chapter after December 31, are payable at the time of induction but must be paid prior to attending the District and State Leadership Conferences. Out-of-state members moving to Colorado must pay their Colorado membership dues 15 days prior to the District Leadership Conference.

Any established local chapter member whose State and/or National dues are not paid by December 31 (received) will be ineligible to compete in competitive events at conferences or hold office. However, if dues are paid after final deadline, members may attend conferences as voting delegates or attendees.

Section 3 - New Chapter Dues. New chapters whose charter application, including payment of state and national dues has been submitted to the State Office by December 31 shall be eligible to participate in the District and State Leadership Conferences. Eligibility to participate in the District Leadership Conferences will not be extended beyond the December 31 deadline, however, chapters chartered after December 31 are eligible to send voting delegates to State Leadership Conference.

#### **Article V. State Chapter Management**

Section 1 - Board of Directors. An elected Colorado FBLA Board of Directors will establish policy and long-range plans of the organization. Elected advisers, one each representing their respective districts plus the State President of Colorado FBLA, State Officer Team Adviser(s) and appointed representatives from business and industry shall be voting members of the Colorado FBLA Board of Directors. Members of the Board of Directors shall be nominated by local chapters and elected by the local FBLA chapters of their respective districts for three year terms in accordance with the nominating and voting procedures determined by the Board of Directors. Representatives may serve two consecutive three-year terms at a time. If a district receives no nominations for the Board of Directors, then the State Chairperson shall appoint the board member of the vacant region. Appointments to the board may void the three year term limitation.

Section 2 - Executive Council. The Executive Council of Colorado FBLA shall be composed of the State President, Colorado's National Officer/Executive Vice President, State Secretary, State Treasurer, State Reporter and the State Vice Presidents representing each district. The State Executive Council shall meet upon the call of the State President, with the approval of the State Chairperson-State Adviser. The State Executive Council shall be given authority to plan and carry out activities that promote the welfare of FBLA, properly present the image of FBLA, and effectively represent FBLA as occasions may arise, as approved by the State Adviser-State Chairperson.

Section 3 - Executive Committee. The Executive Committee of Colorado FBLA shall be composed of the State President, Colorado's National Officer/Executive Vice President, State Secretary, State Treasurer, and State Reporter.

Section 4 - Colorado FBLA State Chairperson-Adviser. In addition to being State Chairperson-State Adviser, these persons are ex officio members of all committees in the State Organization. It is their duty to advise the State Executive Council and committees on matters of policy and to assist the officers in conducting meetings and in carrying out programs. The State Chairperson-State Adviser review all applications for local charters. The State Chairperson-Adviser act as agents of the organization and are responsible for the administration of the funds of the chapter. The State Chairperson-State Adviser will be certified business educators.

Section 5 - District Adviser. The adviser for each District of Colorado FBLA shall be the local adviser of the State Vice President selected to represent the district. The District Adviser shall have authority to manage all district activities.

Section 6 - Advisory Council Membership. The Colorado FBLA State Chapter shall have a FBLA State Advisory Council which consists of the following:

- State Chairperson-State Adviser
- Members of business and industry as selected by the Executive Council and Board of Directors.

Section 7 - Advisory Council Duties. The Council shall be responsible for serving as an advisory group cooperating with State Officers, State Chairperson-State Adviser and shall support and actively participate in the activities of the Colorado FBLA State Chapter. The Council may establish a plan whereby Colorado FBLA may receive grants or gifts of money or property to support state activities.

#### **Article VI. State Officer Selections**

Section 1 - Selections. The offices of State President, State Secretary, State Treasurer and State Reporter of Colorado FBLA are selected at the annual State Leadership Conference; only active members are eligible to hold office. The State Vice Presidents representing each district are selected annually at the State Leadership Conference. National officer candidates are nominated and/or selected at the annual State Leadership Conference to run for the position of National Officer Candidate/Executive Vice President. Only active members are eligible to hold office.

Section 2 - Application. To be considered for an officer position in Colorado FBLA, a candidate shall: (a) have the endorsement of the parent(s) and/or guardians, the local adviser and school administrator; (b) file an official application with the State Adviser; (c) have at least one full school year remaining in the business education program; (d) hold or have held an elective office in his/her local chapter or comparable office in an organization on the approved list of National and State Activities released by the National Association of Secondary School Principals; and (e) be approved by the Selection Committee.

The Selection Committee shall select candidates for State President, National Officer Candidate/Executive Vice President, State Vice Presidents to represent the District, State Secretary, State Treasurer, and State Reporter. Each district may run at the State Leadership Conference an unlimited number of qualified candidates. A school may have no more than three (3) candidates run for an office.

Section 3 - Eligibility. Only those applicants who are officially certified to be eligible by the Selection Committee and who have prior permission of adviser, school district administrators, and parents are eligible to become candidates for a State or National office. A candidate for office in FBLA shall be from an active local chapter.

Section 4 - Term of Office. The State President, State Secretary, State Treasurer, State Reporter, and National Officer Candidate/Executive Vice President may be selected annually at the State Leadership Conference. The State Vice Presidents to represent each district shall also be selected annually at the annual State Leadership Conference. All officers will be installed at the annual State leadership Conference and shall assume official duties immediately following the State Leadership Conference, with terms to expire at the close of the Awards Program of the following State Leadership Conference.

Section 5 - National Officer Candidate. The National Officer Candidate selected to represent Colorado will serve as a voting member of the Colorado FBLA Executive Council/Committee in the capacity of his/her national office. In the event that Colorado's candidate is not selected nationally, he/she will serve as Colorado's Executive Vice President. If there is no national officer candidate selected at the State Leadership Conference to represent Colorado, this position will be left vacant for the year.

Section 6 - Voting Procedures. The Selection Committee will approve officer candidates, conduct required leadership activities, and select the officers for the upcoming year.

Section 7 - State Officer Team Adviser. A State Officer Team Adviser will be selected by the Colorado FBLA Board of Directors, State Adviser-State Chairperson. The State Officer Team Adviser will be a certified business educator.

## **Article VII - Voting**

Section 1 - Voting Delegates. Each local chapter in good standing shall be entitled to send voting representatives and one alternate (Standing Committee Member) from its active membership to the District and State Leadership Conferences in accordance with the following regulations:

Under 50 members - two voting delegates

50 to 100 members - three voting delegates

Over 100 members - four voting delegates

Section 2 - Verification of State Voting Delegates. All voting delegates must attend and will be verified at the voting delegate meeting.

## **Article VIII. Officer Duties**

Section 1 - The State President. It shall be the duty of the State President of Colorado FBLA to serve as chairperson of the Colorado Executive Council and Committee; preside over the Council meetings and business of the FBLA division; appoint appropriately needed committees and committee chairmen; serve as a member of the Colorado FBLA Board of Directors; maintain a close and continuing relationship with the State Chairperson-State Adviser; and perform other duties for the promotion and development of FBLA on the local, district, state, and national levels.

Section 2 - National Officer Candidate/Executive Vice President. It shall be the duty of the Colorado National Officer/Executive Vice President to fulfill his/her commitment to the National Association. In addition, he/she shall assist the President in the promotion and development of FBLA on the local, district, state and national levels, and serve as liaison between the State and National Associations.

Section 3 - The State Secretary. The State Secretary shall perform the duties common to the office such as keeping an accurate record of the Chapter and State Executive Council meetings. It shall be the duty of the secretary to keep the National office informed concerning such items as names of officers, meetings, programs, projects, newsletters, and other state activities when necessary. One copy of the minutes and substantiating reports shall be given to the State Chairperson-State Adviser within one week after the annual State Leadership Conference and after any meetings of the Executive Council for the permanent files; one copy shall be retained for the secretary's files; and one copy shall be mailed to each member of the Executive Council.

Section 4 - The State Treasurer. The State Treasurer shall assist the State Chairperson-State Adviser in connection with the collection of state membership dues; review financial records, approve state officer expense claims, and present an annual report on such matters at the State Leadership Conference. The treasurer shall also be responsible for other duties as delegated by the State Chairperson-State Adviser.

Section 5 - The State Reporter. The State Reporter shall act as a public relations officer for the Colorado Chapter and maintain a historical record of the Colorado State Chapter. The reporter shall prepare for printing and distribution FBLA newsletter(s) during the school year, and may also be responsible for the preparation of the Annual State Business Report due at the annual National Leadership Conference.

Section 6 - The State Vice President Representing the District. It shall be the duty of the Vice President representing each respective district to coordinate district conferences and to promote and develop FBLA in the districts which selected them. It shall be their responsibility to carry out the designated duties given them by the State Executive Council/Committee. If the office of the State President becomes vacant, the State Vice President from the same district as the President becomes the President of Colorado FBLA.

Section 7 - Vacancy Replacements. A replacement for any officer, other than the State President or Executive Vice President, who cannot serve his/her term shall be appointed as recommended by the FBLA State Adviser-State Chairperson with the approval of the FBLA Board of Directors.

Section 8 - Removal from Office. A Colorado FBLA State Officer may be removed from office if he/she, in the opinion of the State Adviser-State Chairperson, Local Adviser, Executive Council, or FBLA Board of Directors, is not representing FBLA as is appropriate for a young business leader. The officer may request a hearing with the FBLA Board of Directors to present his/her case. Removal from office must be approved by the Colorado FBLA Board of Directors.

## **Article IX. Reports to the National FBLA Chief Executive Officer**

### Section 1 - Information to the National Office.

- A list of the newly selected State officers immediately following each State Leadership Conference.
- A report on any changes in, or amendments to, the State Chapter constitution and bylaws immediately following each State Leadership Conference.
- A list of official delegates to the National Conference at least two weeks prior to the Conference.
- An annual State chapter report giving data such as status, activities, and progress as may be deemed advisable and called for by the National Board of Directors.
- Special reports as requested.

## **Article X. Committees**

Section 1 - Selection. The State President of Colorado FBLA shall, with the advice and consent of the Executive Council, designate committees, name their members for a period not to exceed his/her term of office, and assist these committees in their activities.

Section 2 - Standing Committees. There shall be five (5) standing committees for Colorado FBLA. They shall be (1) Selection Committee; (2) Auditing Committee; (3) Youth Leadership Development Activities Committees; (4) Bylaws Committee, and (5) Public Relations.

### Section 3 - Standing Committee's Duties.

- The Selection Committee shall, through an intense evaluation at the State Leadership Conference, carefully consider all candidates for office. The activities performed by the Selection Committee shall be determined by the State Adviser and Colorado FBLA Board of Directors prior to the annual State Leadership Conference. Members of the Selection Committee may include, but shall not be limited to, business professionals, FBLA-PBL local chapter advisers, FBLA-PBL local chapter members, FBLA-PBL state officers, FBLA-PBL Professional Division members, FBLA-PBL alumni, and state officers from other career and technical student organizations.
- The Auditing Committee shall review the financial records of the association.
- The Youth Leadership Development Activities Committee shall review and recommend special projects, establish goals for FBLA, and suggest ways and means of attaining them. The committee shall examine all special projects proposed by local chapters for completion at all levels and make appropriate recommendations to the Executive Council.
- The Bylaws Committee shall be responsible for reviewing all bylaw changes submitted to the Executive Council and shall recommend those changes appropriate to the voting delegates at the annual State Leadership Conference.
- The Public Relations Committee shall be responsible for development of and/or implementation of Colorado FBLA public relations activities and projects and recommend specific yearly projects to the Executive Council.

Section 4 - Standing Committee Membership. Each Standing Committee shall meet at the time of the annual State Leadership Conference and shall consist of the following representatives:

- One adult FBLA adviser appointed by the State Chairperson/Adviser.
- One State officer, appointed by the State President, shall chair the committee.
- Local chapter members appointed by the president. The President may, if he/she wishes, ask chapters to designate and certify a member for a Standing Committee.

## **Article XI. Meetings**

Section 1 - Fall Leadership Conference. An annual Fall Leadership Conference (for local officers, members, and advisers) may be held in each designated district area during the fall. A chapter may attend a fall leadership conference outside of their own district. The dates and locations of these conferences are the responsibility of the Vice President representing each district and his/her adviser and are to be presented to and approved by the Executive Council and State Chairperson-Adviser.

Section 2 - District Leadership Conference. An annual District Leadership Conference is to be held in each of the designated districts at least 45 days prior to the State Leadership Conference. The dates and locations are the responsibility of the Vice President representing the respective district and his/her adviser and are to be presented to and approved by the Executive Council and State Chairperson-Adviser.

Section 3 - State Leadership Conference. A Colorado FBLA State Leadership Conference shall be held annually prior to May 15 at a time and place to be determined by the State Chairperson-Adviser with input from the Colorado FBLA Board of Directors.

Section 4 - Meeting Procedures. Parliamentary procedure of all meetings will be governed by Robert's Rules of Order, Newly Revised.

#### **Article XII. Emblems and Colors**

Section 1 - Uniformity. The Chapter emblems and insignia shall be the emblems and insignia of the National Organization and the State Association. The official emblem and insignia item designs are described and protected from infringement by registration in the US Patent Office under the Trademark Act of 1946. The wearing or displaying of this emblem shall be governed by each state chapter of FBLA. The National FBLA-PBL Association and the Board of Directors of FBLA-PBL, Inc., emblems and insignia shall be uniform in all local and state chapters and within special emphasis groups; they shall be those of FBLA.

Section 2 - Display. All active, associate, honorary members, and chapter advisers and sponsors shall be entitled to display and wear the National emblems and insignia.

Section 3 - Custodianship. The National Chief Executive Officer shall be custodian of all FBLA emblem and insignia items and such items may be obtained only from the FBLA National Office.

Section 4 - Colors. The official colors of FBLA shall be blue and gold.

Section 5 - Motto. The motto shall be that of the National Organization: Service, Education, Progress.

#### **Article XIII. Policies**

Section 1 - Policies of Operation. Policies of operation of the Colorado FBLA chapter shall be adopted, as deemed necessary, by the State Executive Council and approved by the State Chairperson-Adviser and the Colorado FBLA Board of Directors.

#### **Article XIV - Amendments**

Section 1 - Bylaw Amendments. Proposed amendments to the bylaws must be sent, in writing, to the State Chairperson-Adviser, and Board of Directors at least 45 days prior to the annual State Leadership Conference by authorized representatives of each local chapter or the state officers, with the approval of the adviser of the chapter. The proposed amendments must be reviewed by the Board of Directors, State Chairperson-Adviser and the State Executive Council which will, in turn, present their recommendations to the Bylaws Committee. The Bylaws Committee will then present the amendments, with recommendations, to the delegates at the annual State Leadership Conference. Amendments may be adopted or revisions made in the State bylaws at any State Leadership Conference by a two-thirds vote of the delegates present.

Amended April, 2007

FBLA14 (July 25, 2007)

## Financial Policies

The following policies have been adopted by the FBLA Board of Directors for use with all funds generated by Colorado FBLA:

- Expenditure of funds is the responsibility of the State FBLA Adviser with approval of these expenditures by the Board of Directors on a semi-annual basis. If requested, this information can be forwarded at more frequent intervals.
- Outside consultants for conferences and other support activities may be contracted through the CTSO specialist. Appropriate fees and expenses will be determined by these two parties and funded through student dollars with approval by the Board of Directors.
- An annual budget will be approved by the Board of Directors with individual budgets being developed for specific activities and approved by the Executive Council.
- All financial records will be maintained for a minimum of five years. These records will be stored in a storage facility provided by CCCS. Year-end reports will be maintained on file at the state office indefinitely.
- Tax reports will be filed on an annual basis and will be maintained on file at the state office indefinitely.
- Official minutes of all meetings of the Board of Directors and State Executive Council will be kept on file at the state office indefinitely.
- A three-part accounting system will be used to document control of the funds of Colorado FBLA. The CTSO administrative assistant will make all deposits of funds as they are received. This will be during the regular workday and will vary in time of day that deposits will be made directly to the bank. Small deposits may be mailed. The CTSO accountant will handle all financial bookkeeping of the state association. Receipts will not be written for conference registrations and payment of dues unless requested. The State Adviser and other CTSO Specialists will have the authority to expend funds.
- A "no cash" policy is in effect for Colorado FBLA. In the event that cash is received, the following policies will be enforced:
  - numerical receipts will be issued for each cash receipt.
  - two signatures will be required on all receipts for cash.
  - the CTSO accountant will not be responsible for the collection of cash at any CTSO activity.
- Whenever possible, direct billing accounts will be established with businesses that impact the operation of Colorado FBLA.
- No loans to other CTSOs will be allowed.
- For any check in excess of \$5,000, dual signatures will be required. Any of the other CTSO Specialists may serve as the second signature on Colorado FBLA checks. In the case of large checks which must be taken out of the state office, a check will be prepared in advance for the estimated amount. Differences can then be billed to the agency at a later date or a second smaller check may be written.
- Maintaining a credit card for Colorado FBLA will reduce the number of checks which must be used when on site for state association activities. The CTSO Specialist will submit receipts supporting documentation for credit card charges. Credit card charges will be authorized by CTSO Specialist and Associate Vice President for Career and Technical Education. Hotel and media contracts will be established for a minimum of a three-year period.

Adopted September 26, 1990, by the FBLA State Board of Directors  
Amended May, 2007 by the FBLA State Board of Directors

## Financial Policies and Practices

Two hundred dollars (\$200) may be paid to each state officer to offset part of the cost of travel to the NLC or to the NFLC dependent upon completion of assigned officer duties. The student/chapter will provide the officer uniform, and state (student organization) will provide the blazer. The uniform is the officer's property at the end of the term. The blazer can be purchased at the end of the officer's term.

Five hundred dollars (\$500) may be paid to the National Officer Candidate to help defray campaign costs.

## District Expenses

Two dollars (\$2) per registrant at the district conference is paid to the state to help defray test costs. Fifty dollars (\$50) per district is paid to assist with administrative costs such as officer team adviser and officers. One hundred dollars per district is paid to assist with officer formal costs, and \$200 for district online registration expense. The district expenses listed must be paid to Colorado FBLA within one month of District Conference.

## Complaint Procedures

All official complaints must be written and postmarked (or delivered in person) to the State FBLA Chairperson-Adviser within a reasonable amount of time (10-15 days if circumstances should warrant) following the event.

A legitimate complaint consists of a written, signed statement lodged by a person or persons believing they have evidence to substantiate the complaint. This includes personnel in commercial establishments, State FBLA staff, CSU teacher education staff, FBLA members, FBLA advisers, and other affected persons.

In the event that no local discipline policy exists or that a school district for some reason does not enforce the policy or that the local school district would rather have the state proceed with the state discipline procedures, then Option 2 will be enforced.

The school district must inform the state office within ten (10) days as to how they will handle the complaint.

### **First Option - School District Level**

The local school district will enforce the school disciplinary procedures when a legitimate complaint has been filed against individual or chapter.

A description in writing of how the disciplinary problem was handled will be forwarded to the state office within ten (10) days after the school district has been notified of the complaint.

### **Second Option - State Level**

The affected individual and/or chapter (chapter adviser, career and technical director, and superintendent of school) will be notified by letter when an official complaint has been received within ten (10) working days following receipt of the written complaint; they will be notified of the meeting date of the hearing and requested to attend and have a right to counsel. The individual or chapter may elect not to attend the hearing.

The State FBLA Chairperson-Adviser will conduct the hearing; the State FBLA Chairperson-Adviser will determine the disposition of the complaint.

The following action may be taken:

- Case dismissed
- Letter of reprimand to school administration, chapter adviser and chapter
- Chapter and/or member may be placed on probation for a maximum of 13 months
- Chapter and/or member may be placed on suspension for a maximum of 13 months
- The correspondence will be sent by certified mail.

The school superintendent, career and technical director, and chapter adviser shall receive in writing the decision of the State FBLA Chairperson-Adviser within ten (10) working days after the hearing.

Within ten (10) working days after receiving the decision, the member or chapter may appeal the decision to the State FBLA Chairperson-Adviser in writing.

Within ten (10) working days, the State FBLA Chairperson-Adviser must inform the member or chapter of the scheduled meeting date of the appeals hearing before an unbiased board. The Board will consist of three individuals who are not associated with FBLA (such as, but not limited to: college/university personnel, local school administrator, business/professional persons, and local advisory committee members). After deliberation, the decision will be made and presented to the State FBLA Chairperson-Adviser.

The State FBLA Chairperson-Adviser will inform the member and/or chapter adviser, career and technical director, and the superintendent in writing of the committee's decision within ten (10) working days after the decision is made.

Last appeal means an appeal to the civil court.

**NOTE:** Probation shall be interpreted to mean a warning to the individual or chapter. Probation will not eliminate the member or chapter from participation in state or national activities or events.

Suspension shall be interpreted to mean that any member and/or chapter will not be allowed to participate in any state or national activity for a period of 13 months. Under suspension, state awards and offices for the individual and chapter for the current year shall be withdrawn.

## **Colorado FBLA State Officer Meetings**

There will be three to four Colorado FBLA Executive Council Meetings during the year that the officer and his/her adviser will be required to attend. Following is a summary of each meeting.

- The first meeting is held after the state leadership conference. All state officers and advisers are required to attend this meeting. The purpose of this meeting is to become acquainted with some of the responsibilities and activities of a state officer and adviser. Topics include: state structure, revision of board policies, calendar of events, and general information pertinent to the year as a state officer. All district and state activity dates must be confirmed.
- The second meeting is held in September. All state officers and their advisers are required to attend this meeting. The purpose of this meeting is to review fall leadership conferences and confirm the state officer travel for district conferences.
- The third may be held in January. All state officers and their advisers are required to attend this meeting. The purpose of this meeting is to finalize plans for the State Leadership Conference.
- All state officers are required to meet one/two day(s) prior to the state conference.

## **Colorado FBLA State Officer Team Policies and Procedures**

All state officers are expected to appear in uniform at all State and District Conferences, Executive Council meetings, and other activities as specified by the State Chairperson-Adviser.

All state officers are expected to be well groomed at all times. They are reminded that they are representing the State of Colorado. Denim is not appropriate apparel for state officers.

The Vice President Representing the District's chapter adviser is also the District Adviser.

The Vice President Representing the Districts and District Advisers are responsible for the District Leadership Conference.

All state officers are required to attend a leadership training workshop in June or July along with the other CTSO officers.

All state officers and advisers may be required to attend a workshop in the summer to receive training in planning Fall, District, and State Leadership Conferences.

A Vice President Representing the District must be selected each year in order to hold a District Leadership Conference. If a District Leadership Conference is not held, chapters within that district are allowed to send only voting delegates and representatives for chapter competitive events to the State Leadership Conference.

In addition to Who's Who in FBLA, state officers will be allowed to participate in one competitive event at the State Leadership Conference.

State officers are responsible for providing input for the State Leadership Conference.

State officers are expected to arrive one/two day(s) prior to the beginning of the State Leadership Conference to make final preparations for the conference.

Medals and certificates are awarded at District Leadership Conferences; plaques and certificates are awarded at the State Leadership Conference.

District and local advisers may be asked to assume certain responsibilities at the State Leadership Conference.

A portion of the upcoming year's state officers' expenses to the FBLA National Leadership Conference may be paid from state FBLA funds.

All state officers should attend one Fall Leadership Conference and two District Leadership Conferences (one in district and one other). Money for attending these conferences will be reimbursed from FBLA funds. State officers are discouraged from attending more than the required number of conferences, and expenses for attending these additional conferences will not be reimbursed. Officers must obtain approval of local and State Chairperson-Advisers, principal, instructors, and parents before attending all conferences.

All Colorado national officers' approved in-state expenses will be reimbursed by the state chapter.

All state officers should make a minimum of two local chapter visitations with costs to be reimbursed by local chapters.

All expenses for trips and visitations previously approved by the State Chairperson-Adviser may be reimbursed to the state officers; limits and amounts will be specified each year.

State officers' expenses are reimbursed from state FBLA funds; State and District Advisers' expenses will be reimbursed from CTSO funds and/or state FBLA funds.

State officers may purchase their blazers at the end of their term.

Necessary appointments to FBLA State Officer positions will be done according to the FBLA Bylaws.

# COLORADO FBLA DISTRICT POLICY AND PROCEDURE

## Organization

There will be districts with a Vice President Representing the Districts elected and installed at the State Leadership Conference.

Each district may elect a District Secretary and Reporter.

- It is strongly recommended that the district officers are elected from chapters other than the Vice President representing the District's chapter. If there are no interested parties, the Vice President representing the District has the authority to appoint the officers from any local chapter in the district.
- Each chapter having a student as a candidate will submit an application by the District registration deadline to the Vice President representing the District. District Officer applications are provided in the District conference registration packet.
- The newly elected district officers will be installed at the last general session of the District Leadership Conference at which they were elected.

Each district will have a district FBLA Executive Council comprised of the Vice President Representing the District, the District Secretary, the District Reporter and their advisers.

A Grievance Committee will handle all grievances at the district level.

## Guidelines

Each district may conduct a Fall Leadership Conference.

Each district will conduct a District Leadership Conference.

Each District Leadership Conference should offer all competitive events and follow all guidelines listed in the Chapter Management Handbook updated with Colorado inserts.

Each district may offer additional events such as name tag, talent show, etc.

Each district will follow the policies for conduct and dress as designated by the state guidelines.

Each district will present first-, second-, third-, fourth- and fifth-place medals in addition to certificates to the first ten places in each individual event and first- and second place medals in addition to certificates to the first five places in team events. (Medals and certificates, plus scantron answer blanks, will be ordered from Career and Technical Student Organizations, 9101 East Lowry Blvd., Denver, Colorado 80230-6011).

## Grievance Committee

A grievance committee will be selected by the District Adviser prior to the District Leadership Conference.

The committee will consist of three advisers:

- The District Secretary's, the District Reporter's, and one other adviser selected or appointed at the district's fall adviser meeting. In the event that any of the district officers come from the same school, this position will be filled by a random drawing of chapter advisers.
- One or two alternates to be selected or appointed at random.
- The District Adviser will serve as an ex-officio member.

The function of this committee will be to hear grievances and resolve all problems at the district level. The following procedures will be used:

- The local school district will enforce the school disciplinary procedures when a legitimate complaint has been filed against an individual or chapter.
- The official complaint is directed to the conference chairperson.
- If the grievance cannot be resolved, the chairperson has the option to call the grievance committee to handle the situation.
- The grievance committee has the final say in all matters concerning the grievance.

### **Voting Delegates**

Under 50 members - two voting delegates

50-100 members - three voting delegates

Over 100 members - four voting delegates

Over half of the voting delegates present and voting will constitute a majority. Example: If there are 50 voting delegates present and voting, then the majority would be 26.

### **Reimbursement**

The Vice President Representing the Districts and their advisers will be reimbursed from state funds for state activities and district funds for district activities.

The district officers (secretary and reporter) and their advisers will be reimbursed from district funds only. The appropriate amount should be allotted by the Vice President Representing the District's advisers.

### **Duties of the Vice President Representing the District**

The Vice President Representing the District will attend a state officers' leadership conference to be held in the summer.

The Vice President Representing the District may organize and conduct a Fall Leadership Conference and must organize and conduct a District Leadership Conference.

The Vice President Representing the District will direct the district officers in their duties.

The Vice President Representing the District will assist the state officers with the State Leadership Conference.

The Vice President Representing the District will be encouraged to attend other Fall and District Leadership Conferences as designated by the State Chairperson/Adviser and the State Officer Team Adviser.

The Vice President Representing the District will attend the FBLA State Officer meetings as designated by the State Chairperson/Adviser and the State Officer Team Adviser.

Each Vice President Representing the District shall determine deadline dates for Fall and District Conferences and corresponding deadlines.

### **Duties of the District Officers**

#### Secretary

- The District Secretary will be responsible for all minutes at District Council meetings.
- The District Secretary will be responsible for both the Fall and District Leadership minutes and will send a typed copy of the minutes for each conference to the Vice President Representing the District within one week of the conferences.
- The District Secretary will be responsible for all duties assigned at District Executive Council meetings.

### Reporter

- The District Reporter will be responsible for the district newsletters and reporting district news to the State Reporter for the FBLA Today.
- The District Reporter will be responsible for collecting news articles, photographs, etc., for the State Reporter for possible use in the State Chapter Annual Activities Report.
- The District Reporter will be responsible for all duties assigned at the District Executive Council meetings.

### **District Policy**

District policy will be reviewed at each summer conference by the state officers and advisers.

A two-thirds majority of the FBLA Board of Directors will be required for any revisions of district policy.



# PROFESSIONAL DIVISION BYLAWS

## ARTICLE I

### Name

The name of this division of FBLA-PBL, Inc. shall be the “Professional Division”

## ARTICLE II

### Purpose

Section 1. The purpose of the Professional Division shall be to support and further promote FBLA-PBL, Inc. and its goals.

- Progress — Keep members informed and up to date on current business trends;
- Service — Support the Association’s programs and serve as liaisons between the workplace and the classroom;
- Education — Mentor the members of the Association to strengthen leadership abilities and provide career counseling.

Section 2. The Professional Division shall not have any purpose or 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 Professional Division adopt goals or engage in activities inconsistent with the goals and policies of FBLA-PBL, Inc.

## ARTICLE III

### Membership

Section 1. All persons associated with or participating in the professional development of FBLA-PBL, Inc. shall be eligible for membership in the Professional Division.

Section 2. Students enrolled in undergraduate programs in a school with an active FBLA or PBL chapter shall not be eligible for membership in the Professional Division. Graduate students shall be eligible for membership provided they do not hold membership in another division.

Section 3. Any person eligible for membership who has paid current dues to the Professional Division shall be a professional member in good standing.

Section 4. The membership year shall be August 1 through July 31.

## ARTICLE IV

### Dues and Finance

Section 1. National dues shall be approved by a 2/3 vote of the national Board of Directors based on fiscal reports by the national office and on recommendations from the national officers of the Professional Division. National dues shall be remitted to the national office.

Section 2. Any person eligible for membership who has paid dues shall be a Professional Member for a period corresponding with the membership year. Renewal notices shall be sent to members by the national office.

Section 3. An annual audit shall be provided.

Section 4. The fiscal year shall be the fiscal year of FBLA-PBL, Inc.

## **ARTICLE V**

### National Officers and Elections

Section 1. The national officers of the Professional Division shall be a President, a Vice President, and a Secretary-Treasurer.

Section 2. To be considered a candidate for office, a current Professional member shall have been a Professional member for a minimum of two full membership years (August 1 through July 31) and shall file an official application, signed by a nominating member, with the association President and CEO by February 15. All campaign materials must be approved by the Screening Committee that shall be composed of the President, the Chairman of the Board of Directors, and the Professional Division Staff Liaison. The campaign materials must be received by the Campaign Screening Committee no later than February 15, and candidates will receive notification as indicated in the Guidelines.

Section 3. No two national officers shall be elected holding membership in the same state.

Section 4. National Officers shall be elected by mail by plurality vote. Ballots shall be sent to members prior to March 15 and shall be returned postmarked no later than April 30 in order to be counted.

Section 5. National officers shall assume their duties at the close of the National Leadership Conference. The Vice President and Secretary-Treasurer shall serve a term of one year or until their successors are elected. The President shall serve a term of two years or until his/her successor is elected.

Section 6. A vacancy in any office other than President shall be filled by the Professional Executive Board. Should the office of the President become vacant, the Vice President shall automatically become President.

## **ARTICLE VI**

### Duties of Professional National Officers

Section 1. The President shall:

- A. Preside at meetings of the Professional Division and the Professional Executive Board
- B. Appoint committees and chairmen
- C. Appoint a Parliamentarian to serve in an advisory capacity
- D. Serve as an ex-officio member of all committees
- E. Serve as a member of the Board of Directors
- F. Promote the goals of FBLA-PBL, Inc.

Section 2. The Vice President shall:

- A. Preside in the absence or upon the request of the President
- B. Assist the President
- C. Coordinate all committees
- D. Assume the office of President in case of a vacancy
- E. Promote the goals of FBLA-PBL, Inc.

Section 3. The Secretary-Treasurer shall:

- A. Keep an accurate record of all meetings of the Professional Division and the Professional Executive Board
- B. Submit the required reports to the national office and other reports as requested
- C. Maintain necessary files
- D. Assist the national office in keeping an accurate record of national officer travel expenses and disbursements, and in planning national officer travel
- E. Present an annual financial report to members at the National Leadership Conference
- F. Promote the goals of FBLA-PBL, Inc.

## **ARTICLE VII**

### Meetings

Section 1. A meeting shall be held annually at the FBLA-PBL National Leadership Conference for the purpose of receiving annual reports, and other business as necessary.

Section 2. Special meetings may be called by the President with the approval of the Professional Executive Board and association President and CEO.

Section 3. Written notice of meetings shall be sent to members at least forty-five days in advance.

Section 4. The voting body shall consist of members in good standing registered at the meeting. There shall be no proxy voting.

Section 5. A quorum for all meetings shall consist of a majority of the members in good standing who are registered at the meeting.

## **ARTICLE VIII**

### Professional Executive Board

Section 1. The national officers of the Professional Division shall, with the ex-officio, non-voting members, constitute the Professional Executive Board.

Section 2. The Chairman of the Board of Directors, association President and CEO, the association Professional Liaison, and the national presidents of the FBLA and PBL student divisions shall be ex-officio, non-voting members.

Section 3. The Professional Executive Board shall have general supervision of the affairs of the Professional Division between its business meetings, fix the time and place for meetings, make recommendations to the Professional Division, and perform such other duties as are specified in these Bylaws. The Board shall be subject to the orders of the Professional Division, and none of its acts shall conflict with actions taken by FBLA-PBL, Inc. or the Board of Directors of FBLA-PBL, Inc.

Section 4. The Professional Executive Board shall meet at least once annually. Additional meetings may be called upon the written request of one voting member of the Professional Executive Board, upon approval by the association President and CEO.

Section 5. Action of the Professional Executive Board shall require a majority vote of the voting members of the Executive Board.

## **ARTICLE IX**

### Committees

Section 1. The President shall appoint committees and chairmen as deemed necessary by the Professional Executive Board or the national officers of the Professional Division.

## **ARTICLE X**

### Emblems and Insignia

Section 1. The Professional Division emblems shall be the emblems of FBLA-PBL, Inc. Only members in good standing may use official emblems and insignia.

## **ARTICLE XI**

### Parliamentary Authority

Section 1. The rules contained in Roberts' Rules of Order, Newly Revised shall govern the Professional Division in

all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL, Inc. these Bylaws, or any special rules of order the Professional Division may adopt.

## **ARTICLE XII**

### Amendments

Section 1. These Bylaws may be amended by the Board of Directors of FBLA-PBL, Inc. upon recommendation by the national officers of the Professional Division.

Section 2. All national officers of the Professional Division must agree to the recommendation to amend these Bylaws before the recommendation may be submitted to the Board of Directors.

Section 3. The Board of Directors of FBLA-PBL, Inc. may amend these Bylaws by a two-thirds vote of the Board of Directors.

Section 4. No amendment shall be in conflict with the ethics or rules of FBLA-PBL, Inc. Amendments required to qualify or retain qualification as an educational and charitable organization as defined in the Internal Revenue Code of 1954, or any successor thereto, shall automatically become a part of these Bylaws upon adoption by the Board of Directors of FBLA-PBL, Inc.

Amended, 7/94

Amended, 11/97

Amended, 04/07





# **Ceremonies and Services**

## **Ceremonies**

**Chapter Installation/Induction of New Members**

**Chapter Installation**

**Installation of Officers**

**Induction of New Members**

**Emblem Ceremony**

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## **CEREMONIES**

The procedures for ceremonies which follow are given only as suggestions and guidelines. Appropriate additions and omissions in the ceremonies can and should be made to conform to local structures.

While many chapters are established with the assistance of an installation team from a nearby FBLA or PBL chapter, such a procedure is not required. However, a visiting installation team does contribute to the occasion and should be encouraged when possible. Special guests, the chapter advisory board, and school officials are often invited to attend the ceremonies.

## **CHAPTER INSTALLATION/INDUCTION OF NEW MEMBERS**

In general, the following setting is recommended for the Chapter Installation Ceremony and the Induction of New Members Ceremony; individual tables for the four speakers representing the written words--Future, Business, Leaders, and America; and one long rectangular table for the president, adviser, or installation official.

Many chapters have impressive candlelight ceremonies. Candles lend a soft light to the setting as well as provide a method of sealing the pledges. Chapters are encouraged to use candles of various colors to represent certain offices as specified in some of the ceremonies. The candle on the table of the installing official should be the tallest candle used.

Background music adds a distinct quality to the effectiveness of the ceremony. Appropriate music may be used throughout the entire ceremony or during certain parts of the program, such as during the reading of the Creed or at the end of the ceremony.

In more formal ceremonies, the officers and members may, if so desired, be attired in robes such as choir or graduation robes. Otherwise, appropriate business attire is recommended.

At the conclusion of the ceremonies, members may be presented with membership cards and pins and keys if they have been purchased.

The following copy of the Creed has been marked for reading by phrases for use during ceremonies:

I believe education is the right of every person.

I believe the future / depends on mutual understanding and cooperation / among business, industry, labor, / religious, family and educational institutions, / as well as people around the world. / I agree to do my utmost / to bring about understanding and cooperation / among all of these groups.

I believe every person / should prepare for a useful occupation / in a manner that brings / the greatest good to the greatest number.

I believe every person / should actively work toward improving / social, political, community and family life.

I believe every person / has the right to earn a living / at a useful occupation / and that this right should not be denied / because of race, color, creed, sex or handicap.

I believe every person / should take responsibility / for carrying out assigned tasks / in a manner that brings credit to self, / associates, school, and community.

I believe I have the responsibility / to work efficiently and to think clearly. / I promise to use my abilities / to make the world a better place for everyone.

## CHAPTER INSTALLATION

Whenever possible, this ceremony should take place before a large group such as an assembly, assembly of business students or a special meeting to which parents and business people are invited. Members of the installation team should be seated on a stage or a raised platform.

**Installing Official:** (Standing) FBLA is a national organization for business students who are preparing for careers in business and business education. I have been authorized by the national association to conduct the installation into the national organization of the (name) Chapter of \_\_\_\_\_ at (Name of School).

Since the letters, FBLA, are used to designate the organization, its units and members, it is fitting that we consider what these letters and the words they represent mean to our organization.

**FUTURE:** Our daily educational experiences and our involvement in leadership activities prepare us for the future-- a time to accept challenges.

In FBLA, we have found the tools to prepare for the future. We profit from the experiences of others, those who have preceded as well as our teachers and others with whom we associate. Our studies and activities help us meet changing conditions and further our understanding of the world's varied economic systems.

**BUSINESS:** We realize the importance of education and training in business methods and procedures. We appreciate the roles of business and education in our daily lives.

**LEADERS:** The future of our country depends on the quality of leadership. Leadership implies honor, foresight, tact, competence, dependability, discretion and integrity. A leader must listen, withstand criticism and be flexible. A leader accepts failure in stride but is willing to profit from it. As members of FBLA, it is our duty to prepare for the enormous responsibility of business leadership in the years ahead.

**AMERICA:** If America is to remain a world leader, alert young men and women are needed to guide our country. As members of FBLA, we prepare ourselves for this responsibility by studying America's past and analyzing her present. The initiative and success of leaders in business help shape the future of America. FBLA is our opportunity to strive for leadership in the field of business, thereby helping to strengthen America.

**Installing Official:** Our organization has a definite and worthwhile list of goals. I should like to ask (name of assistant installing officer or member of installation team) to read these goals.

**Assistant Installing Official:** (Standing, reads the goals.)

**Installing Official:** Will the new officers of the (name) Chapter of FBLA at (name of school) please rise and remain standing as I announce each office and name. (Installing officer calls name and title of each officer.)

You have been chosen from among FBLA members at (name of school) as officers for the coming year. You have been selected because your members have faith in your ability and confidence that you will fulfill the duties of your office. I challenge you to accept the responsibility that has been given to you. Please raise your right hand and repeat after me.

I, as an officer/ of the (name) Chapter of FBLA, / do solemnly promise/ that I will fulfill the responsibilities of my office/ to the best of my ability, / and that I shall carry them out / in accordance with the bylaws of FBLA.

(While lighting the tall candle) By lighting this candle, I seal the vow you have taken and vest in you the authority of your office.

(Speaking to all members) You have heard the vows that these officers of your chapter have taken. In your presence, I now declare them officially installed as officers of the (name) Chapter of FBLA for the year of 19\_\_ .

(Speaking to officers and members, and particularly to chapter president) By authority of FBLA-PBL, Inc., I am pleased to present you with the official charter of your chapter. (Reads the charter) By virtue of this charter, this chapter now becomes a part of the national organization. You now have the privilege and responsibility of operating under the name FBLA and as a part of the state chapter and the national organization. The responsibility of making (name) Chapter a success rests with its members and officers.

**Chapter President:** I, in behalf of the officers and members of (name) Chapter of FBLA accept the honor, privileges, and responsibilities entrusted to us, and together we shall endeavor at all times to carry out the purpose of FBLA.

**Installing Official:** The (name) Chapter president, (name of president), will give the oath of membership to the charter members of the chapter. (Chapter officers turn and face audience.)

**Chapter President:** The secretary will now read the names of the Charter members of (name) Chapter of FBLA. As the names are read, the members will please rise and remain standing until all members have been presented.

**Chapter Secretary:** (Reads slowly the name of each charter member. Charter members stand as their names are called and remain standing until the oath has been administered.)

**Chapter President:** Each of you, please raise your right hand and repeat the oath of membership in unison after me.

I solemnly promise / to uphold the aims and responsibilities of FBLA / and, as an active charter member of (name) Chapter, / I shall strive to develop the qualities necessary / to become a leader in business / and in the community in which I live.

As president of (name) Chapter of FBLA, I declare you duly inducted as charter members.

**Installing Official:** (Name of assistant installing official or member of installation team) will lead the members in reciting in unison the FBLA Creed. (The Creed is recited.)

## **INSTALLATION OF OFFICERS**

**Setting:** The room is darkened. Eight candles are arranged on the table in the following order: White, grey, red, orange, yellow, blue, green and violet. The white candle should be the tallest. If more than seven officers are being installed, additional colors may be used.

The new officers should come forward in the following order: parliamentarian, historian, reporter, treasurer, secretary, vice president and president. Other officers may be appropriately placed. Each enters from the lower left corner of the stage when his/her office is announced, stands before the installing officer during the charge, then retires to the opposite end of the table still holding the candle and facing the on looking members.

Additions to the ceremony may be made for other officers as necessary.

The installing official is generally the outgoing chapter officer for each respective office.

**Installing Official:** Will the newly elected officers of (name) Chapter of FBLA please come forward as I announce your office. (Installing official lights white candle.) Lighting the tallest candle symbolizes the chapter in its entirety with all its members working together. With this symbol we shall charge each officer to do the job for which he/she has been elected.

(Name of parliamentarian) parliamentarian. (Parliamentarian comes forward.) You have been named parliamentarian of the (name) Chapter of FBLA. As parliamentarian, it will be your responsibility to monitor all formal chapter meetings so that they are conducted within the framework of parliamentary procedure. Through your efforts, the chapter meetings will be conducted in an orderly fashion, resulting in the efficient disposition of business. Do you accept this responsibility?

**Parliamentarian:** I do.

**Installing Official:** I now declare you in the name of the (name) Chapter of FBLA the parliamentarian. (Parliamentarian selects grey candle from table and installing official lights it with the white candle.)

This grey candle symbolizes the achievements possible when chapter meetings are conducted in an orderly fashion.

(Name of historian), historian. (Historian comes forward.) You have been elected historian of the (name) Chapter of FBLA. As historian, it will be your responsibility to maintain records of the chapter, including a report of activities, awards and publicity. Through your efforts people see the progress and activities of your chapter. Do you accept this responsibility?

**Historian:** I do.

**Installing Official:** I now declare you in the name of the (name) Chapter of FBLA historian. (Historian selects the green candle from table and installing official lights it with the white candle.)

This green candle symbolizes the satisfaction that can be derived from preserving the past and recording the present, while preparing for the future.

(Name of reporter), reporter. (Reporter comes forward.) As reporter, your job will be to report meetings and other newsworthy activities of the chapter through the proper channels. Do you accept this responsibility?

**Reporter:** I do.

**Installing Official:** I now declare you in the name of the (name) Chapter of FBLA, the reporter. (Reporter selects violet candle from table, and installing official lights it with the white candle.) This violet candle symbolizes the inspiration and enlightenment that can be brought by reporting the activities of the (name) Chapter of FBLA.

(Name of treasurer), treasurer. (Treasurer comes forward.) You have been elected treasurer for the (name) Chapter of FBLA. In electing you to this office, the members have shown their faith in your business ability and your honesty. Do you promise to keep accurate records of all money received and spent and to present orderly reports upon proper requests?

**Treasurer:** I do.

**Installing Official:** I now declare you in the name of the (name) Chapter of FBLA, the treasurer. (Treasurer selects blue candle from the table and installing official lights it with the white candle.) This lighted blue candle symbolizes the trust and confidence which the members have in your ability to safeguard all funds.

(Name of secretary), secretary. (Secretary comes forward.) You have been elected secretary of the (name) Chapter of FBLA. Accepting this office obligates you to be present and keep a record of what takes place at every meeting. Do you accept this responsibility?

**Secretary:** I do.

**Installing Official:** I now declare you, in the name of (name) Chapter of FBLA, the secretary. (Secretary selects yellow candle from table and installing official lights it with the white candle.) This yellow candle symbolizes constancy in attendance and in keeping members informed of the chapter's progress.

(Name of vice president), vice president. (Vice president comes forward.) You have been elected vice president of the (name) Chapter of FBLA. Your duty will be to assume the responsibilities in the absence of the president. Will you strive to carry out the duties of this office?

**Vice President:** I will.

**Installing Official:** I now declare you, in the name of (name) Chapter of FBLA, the vice president. (Vice president selects orange candle from table and installing official lights it with the white candle.) This orange candle is the symbol of the harmony and faithfulness which should characterize your efforts in working with the president to carry out the ideals of this chapter.

(Name of president), president. (President comes forward.) The members of the (name) Chapter of FBLA have bestowed upon you a great honor in electing you the president. Your major responsibility is to lead and encourage this chapter in all its activities. It is your duty to preside at all meetings and see that they are conducted in accordance with the constitution and correct principles of parliamentary practice. Do you accept this responsibility?

**President:** I do.

**Installing Official:** I now declare you in the name of the (name) Chapter of FBLA, the president. (President takes red candle from the table and installing official lights it with the white candle.) This red candle is the symbol of your duties and obligation to the chapter and its members.

(Addressing members of the chapter.) In your presence, I now declare them officially installed as officers of the (name) Chapter of FBLA for the coming year. (Lights are turned on.) You may be seated.

(The newly elected president is called forward, and with a few appropriate remarks, the installing official presents the gavel to the new president who closes the meeting.)

## **INDUCTION OF NEW MEMBERS**

**Setting:** The president and adviser are seated behind a long table; the other officers are seated at individual tables. The guide leads the initiates to the front of the room where they form a semicircle and remain standing in front of the officers until the close of the ceremony. As in the chapter installations, a candlelight service is often used.

**Guide:** Mr. (or Madame) President, these candidates have expressed a desire and meet the necessary requirements to become members of the (name) Chapter of Future Business Leaders of America at (name of school).

**President:** (to the candidates) We accept you as candidates for membership in the (name) Chapter of Future Business Leaders of America at (name of school). Before you become members, however, let us consider the meaning of the words in the name of our organization.

**FUTURE:** Our daily educational experiences and our involvement in leadership activities prepare us for the future - a time to accept challenges. In FBLA, we have found the tools to prepare for the future. We profit from the experiences of others, those who have preceded us as well as our teachers and others with whom we associate. Our studies and activities help us meet changing conditions and further our understanding of the world's varied economic systems.

**BUSINESS:** We realize the importance of education and training in business methods and procedures. We appreciate the roles of business and education in our daily lives.

**LEADERS:** The future of our country depends on the quality of leadership. Leadership implies honor, foresight, tact, competence, dependability, discretion and integrity. A leader must listen, withstand criticism and be flexible. A leader accepts failure in stride but is willing to profit from it. As members of FBLA, it is our duty to prepare for the enormous responsibility of business leadership in the years ahead.

**AMERICA:** If America is to remain a world leader, alert young men and women are needed to guide our country. As members of FBLA, we prepare ourselves for this responsibility by studying America's past and analyzing her present. The initiative and success of leaders in business help shape the future of America. FBLA is our opportunity to strive for leadership in the field of business, thereby helping to strengthen America.

**President:** You have just heard the meaning of the letters used in our title. We are a national organization for business students who are preparing for careers in business and business education.

The FBLA organization is based on a definite set of goals including development of competent, aggressive business leadership; creation of more interest and understanding of American business enterprise; and participation in worthy undertakings for the improvement of business and citizenship.

**President:** (Introduces the chapter adviser.)

## EMBLEM CEREMONY

An official FBLA emblem should be constructed from paper, cardboard, felt or wood and be large enough for handling and have a number of removable parts (see next paragraph for each division's description). These parts are to be affixed to the shield. An alternative would be using prepared slides.

FBLA parts include: a likeness of an eagle, and the words "Service," "Education," "Progress," "Future," "Business," "Leaders," "America." PBL parts: a likeness of an eagle, and the words "Service," "Education," "Progress," "Phi," "Beta," "Lambda."

The following ceremony can be presented at official chapter functions. If each officer will take a single part of the shield, explain what the part represents, and at the conclusion of the ceremony, a completed shield will be visible.

The president raps the gavel once for the group to come to order and the members to take their places. He/she begins: "You are about to witness the emblem ceremony in which the significance of each component of our emblem is described." (President raps gavel once, and the members stand.)

**President:** (Stands at rostrum and picks up eagle.) The eagle denotes our belief in democracy, liberty and the American way of life. (Affixes the eagle to stand and steps back a few feet from rostrum.)

**Member No. 1:** (Moves to rostrum and picks up word "service.") The word "service" denotes the idea that every individual should be interested in and take responsibility for promoting better social, political, community and family life. (Affixes the word and steps back.)

**Member No. 2:** (Moves to rostrum and picks up word "education.") The word "education" is symbolic of the idea that education is the right of every individual in America. (Affixes word and steps back.)

**Member No. 3:** (Moves to the rostrum and picks up word "progress.") The word "progress" represents the challenge of tomorrow which depends upon mutual understanding and cooperation of business, industry, labor, religious, family and educational institutions and by the people of our own and other lands. (Affixes word and steps back.)

**Member No. 4:** (Moves to rostrum and picks up word "future.") The word "future" reminds us that the future of the world depends upon the quality of leadership we are able to produce and we in FBLA will be the business leaders of the future. We must learn to recognize the situations in which our individual talents will become useful. (Affixes the word and steps back.)

**Member No. 5:** (Moves to rostrum and picks up word "business.") The world of business is our world. To be successful in business, a person must be educated both formally and informally in business methods and procedures and in the basic principles of our economic system and government. (Affixes word and steps back.)

**Member No. 6:** (Moves to the rostrum and picks up word "leaders.") The word "leaders" represents the search for knowledge in order for us to become better citizens. This knowledge will prepare us for the great task of leadership in years ahead. (Affixes word to stand and steps back.)

**Member No. 7:** (Moves to rostrum and picks up the word "America.") Finally, we think about America. The future of America depends upon our generation. We should pledge ourselves to use any abilities endowed to us to make America a better place for everyone. (Affixes word to stand and steps back.)

**President:** (Moves to rostrum and gives closing.) All the words now attached stand for (pauses) Future Business Leaders of America. The shield stands for our organization which provides opportunities for each member to become a leader of tomorrow. The ceremony will close with all members reciting the Creed. (All members say the Creed in unison.)



# State Officer Guide

## State Officer Guide

- Running for Office
- Candidate Application
- Candidate Agreement
- Officer Candidate Questions
- Selection Procedures
- Selection Committee
- The Role of a State Officer
- State Officer Responsibilities
- General Adviser Information
- Travel Authorization
- Monthly State Officers Activities Report
- Travel/Expense Form

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# State Officer Guide

## State Officer Guide

This packet has been developed for YOU, the person who wishes to run for a state office. Each section is designed to help you better understand the campaign procedures and the duties of each office.

You are welcome at any time to contact your State Adviser, the State Officer Team Adviser, or your State Officer Team if any questions should arise that this packet may not answer. GOOD LUCK!

Being an FBLA district, state or national officer undeniably involves a great deal of hard work. It is also a challenge that brings many opportunities for learning, experiencing, and growing. A mixture of conferences, speeches, assignments, and deadlines are just a few of the things that an officer may experience. The officer can also expect to meet lots of new friends and people within the FBLA-PBL organization.

Anyone willing to accept the challenge and responsibility of the duties of an officer is encouraged to run for an office. It may sound scary, but the rewards definitely outweigh the workload. Anyone can be a good officer if they only reach far enough for the challenge, because the goal is already with you. Remember, you are not a leader before the experience but after it.

## Running for Office

### Qualifications and Procedures

Each candidate must be a member in good standing in an FBLA chapter at the school in which he/she is enrolled. *Candidates must have taken or be currently enrolled in a business or business-related course.*

Candidates MAY NOT compete in any speaking, interview or presentation events at the state level. However, they may only compete in an individual written event (an event qualified in at districts).

A school may have no more than three (3) candidates running for an office. An unlimited number of candidates may come from the District.

Each candidate must have been approved by his/her local adviser and local chapter.

Each candidate must be a current sophomore or junior.

Each candidate must have a 2.5 GPA or higher.

Each candidate for state office must file an official application with the State Adviser by the State Leadership Conference registration deadline.

Each candidate must have at least one full school year remaining in the business education program.

Each candidate for state office must hold or have held an elective executive office in his/her local chapter or a similar office in an organization on the approved list of National and State Activities released by the National Association of Secondary Principals.

Each officer candidate must be able to attend mandatory state officer training the summer following installation. Candidates must be able to attend the following mandatory meetings if selected for office:

May 7, 2008	New State Officer Team and Adviser Meeting
June 10, 2008	District Leadership Conference Training
June 11-13, 2008	CTSO State Officer Training
September 10, 2008	State Officer Team and Adviser Meeting
January 2009	State Officer Team and Adviser Meeting
April 19-21, 2009	State Leadership Conference

**STATE CONFERENCE TAKES PRECEDENCE OVER PROM/ATHLETICS OR OTHER ACTIVITIES. THIS IS NOT NEGOTIABLE!**

State officer candidates shall submit the following in a bound folder to the state adviser with the State Leadership Conference registration:

- State Officer Application and Candidate Agreement with appropriate signatures
- Resume (not to exceed two pages)
- Letter of recommendations from the local adviser, a teacher outside the business education department, and a member of the business community.
- Transcript (most current including Fall grades)
- Flier/brochure—8 ½ x 11 sheet of white or colored paper describing qualities and qualifications. Must include photo of officer candidate. May include artwork and may be two sided. (20 copies, not bound.)
- Bring additional fliers/brochures for the Meet the Candidates Session (five copies).
- An article relating to FBLA or business education published in the Colorado FBLA Today newsletter. The article must NOT be a candidate biography or chapter article.

The candidates for office must be present at the State Leadership Conference to be eligible for official selection. All candidate applications for state officer positions will be reviewed by an appointed Selection Committee at the State Leadership Conference.

Each of the state vice presidents shall be from the same district he/she is to represent.

Candidates will want to review all aspects of the FBLA organization including the history, organizational chart, pledge, leadership goals, and insignias.

**COLORADO FUTURE BUSINESS LEADERS OF AMERICA  
STATE OFFICER CANDIDATE APPLICATION**

To run for a state office, submit this application form complete with all necessary signatures along with the following in a bound folder to the State Adviser by the State Conference registration deadline:

- Candidate Agreement with appropriate signatures
- Resume (not to exceed two pages)
- Three letters of recommendation (one from local adviser, teacher outside of business education department, and one from the business community)
- Transcript (most current including Fall grades)
- Flier/brochure (8 ½ x 11 sheet on white or colored paper describing your qualities and qualifications; must include photo of officer candidate; may include artwork and may be two sided) (20 copies, not bound in a folder)
- An article relating to FBLA or business education published in the Colorado FBLA Today newsletter. The article must not be a candidate biography or chapter article.

Name \_\_\_\_\_

Year in School \_\_\_\_\_ Home Telephone (\_\_\_\_) \_\_\_\_\_ Cell \_\_\_\_\_

Parent(s)/Guardian(s) Name (s) \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address \_\_\_\_\_

Birthday (Month and Day) \_\_\_\_\_

School Name \_\_\_\_\_ District \_\_\_\_\_

School Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Adviser's Name \_\_\_\_\_

Adviser's School Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Adviser's Home Telephone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Adviser's Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Adviser's Home E-mail address \_\_\_\_\_

I certify that I am an active member in good standing of the \_\_\_\_\_  
Chapter of FBLA. To the best of my knowledge, all information submitted is accurate and correct.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

I have read the duties and responsibilities of the adviser and will attend all state officer required meetings with my officer.

\_\_\_\_\_  
Adviser Signature

\_\_\_\_\_  
Date

**COLORADO FUTURE BUSINESS LEADERS OF AMERICA  
STATE OFFICER CANDIDATE AGREEMENT**

To become a state officer of Colorado FBLA requires a commitment on the part of all parties concerned. In order to make that commitment, each part must understand their responsibility. This agreement must be signed by all parties indicated in order for a candidate to be eligible for office.

**IF SELECTED, the Candidate Agrees To:**

- Perform to the best of his/her ability the duties of the elected office.
- Participate in all activities scheduled by the FBLA District Adviser or the Executive Board of the Colorado Chapter of FBLA
- Required scheduled activities include:
  - State Officer Training
  - Executive Board Meetings
  - Colorado Fall Leadership Conference
  - District Leadership Conferences
  - State Leadership Conference (**Note: State Conference has preference over prom, athletics, and other activities. If you decide to attend an activity that conflicts with the state conference, you will not participate at the state conference.**)

**The Parents and Employer Agree To:**

- Permit the candidate to participate in all scheduled Colorado Chapter activities.
- Encourage the candidate to take full benefit of the leadership development experience.

**The Adviser and School Official Agree To:**

- Recommend for state office only those candidates who are qualified.
- Ensure the candidate's attendance at all Colorado Chapter activities.

\_\_\_\_\_  
Adviser Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

The State Adviser and State Officer Team Adviser agree that the candidate has successfully completed one term of office and should be recommended to candidacy another term.

\_\_\_\_\_  
State Adviser Signature

\_\_\_\_\_  
State Officer Team Adviser Signature

## Questions and Answers

- Q. Will I have any more responsibilities as a state officer other than the ones previously mentioned?
- A. Nearly every State Officer will have added responsibilities, but those are going to be delegated to you by the State Adviser or State Officer Team Adviser or Chairperson.
- Q. Can a majority vote be less than 51 percent?
- A. Yes. It will depend on the number of candidates running for that office as to how much the majority will decrease.
- Q. Who is the Executive Council?
- A. The Executive Council consists of the State President, Executive Vice President, State Secretary, State Treasurer, State Reporter, and the State Vice Presidents representing each district.

## Questions That Might Be Asked of an Officer Candidate

1. Why do you think you are qualified to be a (district/state/national) officer?
2. What does FBLA mean to you and how has it played an important part in your life?
3. How are your grades in high school and what kind of schedule will you have for next year?
4. How are you at assuming responsibility?
5. What are some of the qualities a leader must have? Do you have them?
6. What is the one main purpose of FBLA?
7. How do you feel about your adviser, and will he or she be able to help you in doing your job as an officer?
8. How old are you? Do you think that being a sophomore/junior you will be able to assume the responsibilities of a state/national officer? Will your parents let you travel alone?
9. How will your principal and teachers feel about your missing school?
10. What is your best asset? What is your worst trait?
11. Give four adjectives that best describe you. Why?
12. What is your grade point average? What will come first, your office or your grades? Do you have a job? How will that interfere with your responsibilities as an officer?
13. What will happen if something important is taking place at your school and you are asked to be at a special officers' meeting?
14. What is your favorite thing to do when you have spare time?
15. If you could change one thing in FBLA, what would you change?
16. How can the officers in FBLA promote the national projects?

## Selection Procedures

State officers (President, Executive Vice President, State Vice Presidents, Secretary, Treasurer, and Reporter) may be selected at the State Leadership Conference. Students may not select the position for which they are applying.

There will be NO campaigning or caucusing for any office.

State officer candidates will be sequestered together for the duration of the selection process and leadership activities at the State Leadership Conference.

Leadership activities for officer candidates at the State Leadership Conference will include but are not limited to the following:

- A two to three-minute (2-3) campaign speech.
- An individual interview.
- A team building activity.
- An interview with the candidate's local adviser.
- An FBLA knowledge test.
- Session rehearsals with multimedia company.
- Meet the Candidate Session

It is not too early to start planning! Organization is of great importance if accurate and efficient information outlining the positive characteristics and goals of a candidate is to be available. Scheduling of specific tasks, which need to be completed is a good idea so that the ideas and plans will be accomplished in a neat and thorough manner. By having a set schedule and sticking to it, all of the materials will be finished before the date for application, and there won't be a mad rush at the last minute.

## Selection Committee

In order to determine the best candidate for each office, information must be gathered on all candidates. The Selection Committee selects a series of organized, planned activities required for selecting a candidate. It is an efficient way to provide information on the qualifications and characteristics of a candidate. There will be no campaigning and no caucusing.

The Selection Committee may be composed of, but is not limited to, past state officers, current and past FBLA local advisers, other CTSO members and advisers, business and industry representatives and FBLA members as assigned by the FBLA State Adviser and State Officer Team Adviser.

Each district is encouraged to select a student to serve on the Selection Committee at the State Leadership Conference. In order to be eligible, a student:

- Must be a one-year (+) member of FBLA,
- May not be from the same chapter as an officer candidate,
- May not be competing at the State Conference and be available for two days at the conference.

## The Role of a State Officer

Why did you run for office? You know your reasons, but your members are going to know them also--without your 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 say, but your ATTITUDE about your responsibility as a state officer will be evidenced by the contents of your file. How do you think the FBLA members would react if the only thing in an officer's file was the original application? By running for an FBLA state office, you indicated you were willing to accept some responsibility for its future. By being elected and installed as a state officer, you automatically accepted a responsibility to FBLA and its members.

Obviously your poise, enthusiasm, and overall leadership abilities impressed the selection committee. Much work lies ahead as well as many new experiences--travel, new friends, and representing Colorado FBLA in new places. What will the result be of being a Colorado FBLA state officer--a lot of fun, invaluable experience for you, and a terrific image for FBLA.

## Duties of State Officers

Duties of state officers are outlined in the state chapter bylaws. Activities include answering correspondence, conducting workshops, speaking before small and large groups, writing articles for various publications, setting goals and objectives for themselves and the association, introducing business and government leaders to the association's programs, and assisting in the planning of FBLA or PBL Leadership Conferences.

State officers become an extension of the State Board and state committee--all working together to guide the state chapter toward its goals. All of these activities must be completed in one short year.

Specific responsibilities may be developed by each officer during the Summer Planning Conference. The basis for the Executive Council goals and objectives should be consistent with the state and national goals.

All state officers (president, executive vice president, secretary, treasurer, reporter and state vice presidents) have the following specific duties:

- Make a minimum of two local chapter visitations.
- Attend one Fall Leadership Conference.
- Attend one District Leadership Conference (other than their own).
- Attend all Executive Council meetings.
- Attend the Colorado Career and Technical Student Organization Leadership Conference (during the summer).
- Attend the State Leadership Conference (most expenses paid by Colorado FBLA).
- Follow and abide by the Executive Council Written Policies.
- Submit required documents to State Chairperson/Adviser and State Officer Team Adviser.
- Attend the National Leadership Conference (optional).
- Attend the National Fall Leadership Conference (optional).
- Responsible for other duties as delegated by State Chairperson-Adviser or State Officer Team Adviser.

### Duties of the State President

In addition to the duties listed for all state officers, the state president shall:

- Preside over and conduct all State Executive Board meetings according to parliamentary procedure (Robert's Rules of Order, Newly Revised), and the bylaws. Preside over the State Leadership Conference.
- Make up agendas (after discussing them with the State Adviser).
- Serve as a voting delegate at the National Leadership Conference following his/her selection.
- Serve as a member of the Board of Directors and attend all official Board meetings.
- Present, at the fall Board meeting, a report on the officers' program of work and team goals for the upcoming year.
- Give the state oral report at the National Leadership Conference following his/her selection as president.
- Work closely with the State Adviser and the State Officer Team Adviser.
- Serve as a model representative for FBLA public relations. The president is called upon many times to make presentations before adult and student organizations. The president is involved with a year of extensive statewide travel and, on occasion, out of state trips.

### Duties of the National Officer Candidate/Executive Vice President

In addition to the duties listed for all state officers, the executive vice president, if needed by the selection committee, shall:

- Fulfill his/her commitment to the National Association.
- Serve as liaison between the State and National Associations.
- Assist the president in the promotion and development of FBLA on the local, district, state, and national levels.

### **Duties of the State Vice Presidents**

In addition to the duties listed for all state officers, the state vice presidents shall:

- Assist the president as needed and be prepared to take over the duties of the state president should the president not be able to fulfill the office.
- Plan and preside over all district meetings. It is recommended that each district have three board meetings.
- Plan and prepare for the district conferences held in February.
- Work closely with the District Adviser. Send the District Adviser a copy of all correspondence.
- Correspond with the chapters within the district. Write articles for each issue of the district's newsletter.
- Visit local chapters in the district when possible.
- Work closely with the State Adviser and the State Officer Team Adviser.

### **Duties of the State Secretary**

In addition to the duties listed for all state officers, the state secretary shall:

- Keep an accurate record of all State Executive Board meetings.
- Publish and mail minutes of the State Executive Board meetings within one week after the meeting to all members of the State Executive Board, their advisers, and the Board of Directors. Have copies of the minutes at the next meeting for those in attendance to refer to during the reading of the minutes.
- Handle correspondence for the state president.
- Assist the president in keeping the state files in order.
- Work closely with the State Adviser and the State Officer Team Adviser.

### **Duties of the State Treasurer**

In addition to the duties listed for all state officers, the State Treasurer shall:

- Provide a financial report at each Executive Board meeting.
- Provide an up-to-date list of paid active chapters at each Executive Board meeting. This list should indicate the chapter's district, school address, adviser's name, and the number of paid members.
- Work closely with the CTSO support staff.
- Collect Request for Reimbursement of Expense forms and receipts from the state officers and submit them to the State Adviser to be paid.
- Work closely with the State Adviser and the State Officer Team Adviser.

### **Duties of the State Reporter**

In addition to the duties listed for all state officers, the State Reporter shall:

- Publish FBLA TODAY a least once during the year.
- Send articles on state activities to the national office to be published in Tomorrow's Business Leader.
- Prepare news releases for other publications and broadcasts.
- Remind the state officers of deadlines for FBLA TODAY.
- Maintain a historical record of the Colorado State Chapter.
- Prepare the Annual State Business Report due at the annual National Leadership Conference.
- Work closely with the State Adviser and the State Officer Team Adviser.

### **Recommendations for the State Reporter:**

- Have access to an up-to-date computer with graphics and a laser printer in order to produce a camera-ready copy of the FBLA TODAY to the printer.
- You are the public relations person for Colorado FBLA--the newsletter reflects the organization. Therefore, make sure it is perfect before it goes to press.

# **State Officer Standard Operating Procedures and Responsibilities**

Your state office, of course, means that you have a tremendous responsibility to the organization and to your constituency. But, you also have a great responsibility to yourself, your family, and your education. Your office DOES NOT take precedence over your education. Decline an assignment if there is an educational conflict.

During your term of office, some of you will, perhaps, hold another office on the local chapter level. You must remember that you may "wear only one hat at a time."

As a state officer, you will be expected to assist local chapters in their growth and development as requested by the local officers and advisers.

Your Fall, District, and State Leadership Conference responsibilities will be numerous. You are expected to attend, and you will be advised well in advance of the activities in which you will be expected to participate. State officers should NOT permit themselves to be involved with ANY candidate for state office.

## **Telephone**

As a state officer, you will be responsible for contacting local chapters for visitations. Any telephone calls concerning Colorado FBLA can be reimbursed by the state organization. Attach a copy of the itemized list of phone calls to your expense form.

## **Written Communications**

You will be sending out numerous items of written correspondence during your year as a state officer. Before you send any correspondence, have your adviser proofread it for accuracy. You should NEVER send any correspondence with an error! A copy of ALL correspondence should be sent to the State Chairperson-Adviser and State Officer Team Adviser! Use the official Colorado FBLA stationery for correspondence; DO NOT use the letterhead for second sheets.

## **Uniform**

You will be expected to be in official dress for all functions of Colorado FBLA, unless otherwise notified. Official dress is business attire with your blazer. You were given an FBLA blazer when you became an officer; you should keep it clean. You may purchase your blazer at the end of your term of office for a reduced price. Denim is never appropriate for state officers.

## **Expense Forms**

You must file an expense form to be reimbursed for your expenses for Colorado FBLA. This expense form should be sent to the FBLA State Treasurer.

## **Travel Authorization**

When you are traveling for Colorado FBLA, each state officer must mail a travel authorization to the State Chairperson-Adviser at least ONE WEEK prior to your trip. In addition to YOUR signature, the form requires your local adviser, school administrator, and parent to sign the form. If you do NOT submit the travel authorization, you will NOT be reimbursed for that trip. After repeated violations, you MAY be asked to submit your resignation from your office. You should travel the LEAST expensive way; travel with other officers if possible.

## **Supplies and Materials**

Each officer should have in their materials the following items: a copy of this the Colorado FBLA Operations Handbook, a copy of the Parliamentary Procedure Handbook, and a copy of the CTSO State Officer Handbook. All handbooks MUST be given to your successor at the end of your term of office.

## **Files**

Each of you, as state officers, should keep a set of files during your term of office; you should have received some files from the previous officer. Put a copy of any correspondence in your files that would help your successor for the next year. Please DO NOT lose these files as they are irreplaceable!

## Insurance

You MUST submit proof of automobile insurance to the State Chairperson-Adviser by the first CTSO training meeting.

## Financial Notes

Funds are available to cover approved travel, lodging, and food expenses for each state officer and their adviser to attend all official Executive Board meetings.

Name badges will be provided for newly selected officers.

Complimentary registration will be provided by Colorado FBLA for each officer at the Colorado Fall Conferences and the State Leadership Conference.

Each officer will be provided with an official FBLA blazer to wear during his/her term of office. The blazer will be passed on to the succeeding officer or may be purchased at a reduced price at the end of the officer's term.

The officer/local chapter will provide the officer uniform. The uniform is the officer's property at the end of the term.

Business or formal attire is required for the Awards Banquet at the State Leadership Conference. The ladies will wear business or formal attire (color determined at the spring meeting) and the gentlemen will wear a tuxedo with matching color cummerbund. Approximate cost is \$75. The cost is reimbursable by Colorado FBLA.

An allowance may be allocated to each state officer to attend the National Leadership Conference and/or the National Fall Leadership Conference. (\$200 may be reimbursed if all reports are turned in on time.) If an officer chooses to attend, he/she would have to cover the difference.

No student shall be denied the right to serve as a state officer because of limited finances. It is the responsibility of the local adviser to notify the State Adviser and State Officer Team Adviser of a potential candidate in this situation.

## Time Commitments

State FBLA officers should plan to commit a great deal of time to FBLA during their year in office. A sample itinerary might include:

May:	One-day state officer meeting
June:	Five-day state officer training
June-July:	*Seven-day National Leadership Conference
September:	One-day state officer meeting
October:	One-day Fall Leadership Conference
November:	*Two-day National Fall Leadership Conference
January:	One-day state officer meeting
February:	Two days of District Leadership Conference
April:	Four-day State Leadership Conference

\*Optional activity

In addition to the previous, each officer is expected to:

- visit local chapters throughout the year
- prepare correspondence, workshops, etc. for use in visitations and conferences
- spend other time as required or requested.

## Travel Tips

- Leave an up-to-date itinerary at your home and with your local adviser, not only for the convenience of your family, but also so the State Chairperson-Adviser will know where to reach you should it be necessary.
- Let your host or hostess know your arrival and departure times.
- In all cases, only the NECESSARY expense involved in travel will be paid by Colorado FBLA.
- Receipts are REQUIRED for all hotel, telephone, and supplies. These receipts should be attached to your expense form.
- When you are invited to a conference or any Colorado FBLA function, find out from the person issuing the invitation exactly what will be expected of you during your visit. More than your presence should be expected! Whatever is asked of you, be prepared to do it--DO NOT wait until you arrive to make preparations!
- Proper "thank you" letters should be written to the host or hostess as soon after the visit as possible with a copy sent to the State Chairperson-Adviser and the State Officer Team Adviser.
- It is customary to tip 15-20 percent for meals and 10 percent for a taxi. One dollar per bag for hotel bellmen is customary and \$1 per night per person is the customary gratuity for the maid who cleans your hotel room.
- When traveling, you are a goodwill ambassador for the organization. Be prepared to answer questions not only at your destination but also en route.

## Forms

Sample state officer forms can be found in the State Officer Handbook available on the Colorado FBLA-PBL state website on the State Officers page. Sample forms state officers are responsible for include:

- CTSO State Officer Code of Conduct
- Travel Authorization Form
- Monthly State Officer Activities Report
- Travel Expense Form
- Chapter Visitation Report
- Chapter Visitation Verification Statement
- Photo Release Form

# State Officer Travel Checklist

Items that can be placed in a suitcase.

## **NECESSARY ITEMS** Deodorant\*

- Toothbrush & paste\*
- Shampoo & conditioner\*
- Lotion\*
- Alarm clock\*

## **MISCELLANEOUS ITEMS**

- Safety pins\*
- Rubber bands\*
- Band Aids\*
- Contact lens supplies
- Q-tips\*
- Fingernail clippers\*
- Aspirin & other medicines\*
- Pepto Bismol\*

## **LADIES**

- Nylons
- Slip
- Curling iron/hair dryer
- Make up
- Shaver\*
- Nail polish & remover

## **CLOTHING**

- Appropriate jacket or coat
- Tennis shoes
- Dress (official) shoes
- Pajamas/robe
- Casual clothes
- Official uniform
- Socks & underwear

## **INCIDENTAL**

- Shoestrings, polish & brush\*
- Mirror\*
- Needle, thread & buttons\*

## **GOOD IDEAS**

- Swim suit
- Camera, film
- Extra money\*
- Watch

## **MEN**

- Shaving supplies
- Extra tie\*

## **OFFICER SUPPLIES**

- Pens
- Pencils
- Paper (note pads)
- Colorado map
- Paper clips
- Chapter Management handbooks
- Poem or inspiration/quote book
- Speeches
- Sticky notes
- Date book or calendar
- Breath mints
- Marks-A-Lot and/or highlighters
- Mileage & expense record book or pad



## General Adviser Information

"Mentor" is defined as a trusted counselor or guide, a tutor or coach. This definition aptly describes the role of a state officer's local chapter adviser. From the moment a student considers running until his/her term of office ends, the adviser is a key figure.

The adviser counsels the student on the qualifications and duties of a state officer and helps with the decision to run. The adviser guides the student during the selection process and serves as "mentor" during the officer's term of office.

The adviser works closely with the State Adviser and is kept fully informed of all aspects of the officer's work.

It is sometimes difficult for an adviser to play the dual role of adviser and teacher. The relationship between adviser and officer is critical to the success of the term of office. The officer must realize that the local adviser's signature on the application shows his/her support to the officer and organization.

The adviser should review workshop/speech content and materials and make sure that the officer practices the workshop/speech before an appearance.

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.

As a state officer adviser, you should contact the State Adviser or State Officer Team Adviser if you have questions.

The local adviser should accept responsibility for assisting officers. Secure the endorsement and support of parents, school officials, employers, etc.

The local adviser should be prepared to devote office space and personal time to your state officer. Helping your officer to get organized is important. He/she must learn to budget time and keep materials readily available. Adequate file space and a good filing system are essential. It is helpful to secure the assistance of a good secretary--hopefully an FBLA member who will devote time and effort to you and your officer. All must pitch in during critical periods.

The local adviser should be informed about state programs, priorities, and critical issues so ideas and counsel may be given to the officer. Don't expect the officer to understand issues and have background information without assistance.

The local adviser should assist the officer in making travel plans.

The adviser AND officer must present a positive image of FBLA and its programs. The adviser must take an active part in helping the officer reach his/her personal and organizational goals.

## Duties of the State Officer's Local Chapter Adviser

The responsibilities and duties outlined below have been prepared to assist local advisers in helping their state officer during the year.

- Be sure that you understand the duties of the state officer. Advisers must also accept the responsibility for assisting their officer and should secure the endorsement and support of parents, school officials, and employers.
- Local advisers should attend the Executive Council meetings when requested with their officer. These meetings are used to formulate the officer's responsibilities and program of work for the year and give the advisers insight into their support role. The adviser should attend the Conference Planning Workshop during the summer to help prepare for the conferences during the year.
- Be prepared to devote office space and personal time to your officer. Helping your officer get organized is important. He/she must learn to budget time and keep materials readily available. Secure the assistance of your local chapter. All must pitch in during critical periods.

- 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/her personal and organizational goals.
- Assist your officer in making travel plans, automobile, and hotel reservations.
- See that your officer accepts these responsibilities:
  - Acquire good basic knowledge of the organization and be capable of discussing ideas and issues intelligently.
  - Portray the proper image when representing the organization;
    - color-coordinated business attire for daytime and appropriate clothes for evening;
    - correct grammar usage;
    - proper manners and etiquette;
    - good attitude and public relations skills in working with individual members and chapters.
  - Prepare appropriate speeches when asked to visit local or state conferences, business, and civic groups. Local advisers should review speech materials, outlines, etc., and the officer should practice the speech before an appearance.
  - 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 you for suggestions and any necessary changes. As the year progresses, fewer changes should be necessary.
  - Submit required documents to State Chairperson/Adviser and the State Officer Team Adviser.

It is sometimes difficult for the adviser to play the dual role of adviser and teacher. The relationship between adviser and officer may be critical to your local and state chapter success. 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 their local adviser's signature on the application, they pledge their support to the officer and organization.

**COLORADO CAREER AND TECHNICAL STUDENT ORGANIZATIONS TRAVEL AUTHORIZATION,  
NOTIFICATION, AND CONFIRMATION FORM FOR STATE OFFICERS**

**TO BE RECEIVED ONE WEEK PRIOR TO SCHEDULED MEETING**

Name of Officer \_\_\_\_\_ Date \_\_\_\_\_

This form will serve as authorization for attendance for the above-named State Officer at the following:

Activity and Location \_\_\_\_\_

Date \_\_\_\_\_ Mode of Transportation \_\_\_\_\_

Departure Time: \_\_\_\_\_ Place: \_\_\_\_\_ Return Time: \_\_\_\_\_ Place: \_\_\_\_\_

Adult or other persons accompanying \_\_\_\_\_

The Colorado Career and Technical Student Organization Association will reimburse the officer at the following rates for reimbursable items:

- a. Mileage to be reimbursed per organization policy.
- b. Meals at a reasonable cost will be reimbursed--if receipt is submitted.
- c. **Lodging at a reasonable cost will be reimbursed--receipt is required (advance permission required unless it is an emergency situation).**
- d. Other, such as: parking fee, common carrier (bus, airplane, etc., when prior approval is received)--receipt required.
- e. Air travel expense must be approved prior to travel.

Prior to the date of the scheduled activity, the officer must notify the following persons: (1) his/her parent(s); (2) his/her adviser; (3) the designated school official; each person is to sign below confirming that the officer has notified them and that arrangements have been satisfactorily made between them and the officer for any absences. The officer realizes all schoolwork and/or other responsibilities neglected will have to be completed or made up.

**Officer and Parent(s) or Guardian(s):** Please be aware that if the officer violates any policies (curfew, drinking, drugs, misconduct, etc.) or in the opinion of the supervisor does not conduct himself/herself in the manner expected of a State Officer, you may be asked to: (1) reimburse the person supervising for the cost of transportation for your son/daughter from the activity site to home; (2) reimburse the school/chapter for the expenses of your son/daughter incurred by the school/chapter for this activity; and/or (3) the State Officer may be removed from office.

**State Career and Technical Student Organizations Officers:** After this form has been signed, please return it **ONE WEEK\*** prior to the activity to:

Career and Technical Student Organizations, State (your organization, i.e., FBLA, FFA, FCCLA, etc.)  
Adviser, 9101 East Lowry Blvd., Denver, CO 80230-6011.

\*I understand that in order to be reimbursed for related expenses or represent the State of Colorado, this form must be received in the state office by 5 p.m. **ONE WEEK** prior to the scheduled activity, unless authorized by the Career and Technical Student Organizations State Adviser or State Officer Team Adviser.

\_\_\_\_\_  
(State Officer)

\_\_\_\_\_  
(Principal or Director)

\_\_\_\_\_  
(Parent or Guardian)

\_\_\_\_\_  
(Adviser)

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**COLORADO CAREER AND TECHNICAL STUDENT ORGANIZATION OPERATING POLICIES AND PROCEDURES AND CODE OF CONDUCT**

(In addition to specific CTSO Operating Procedures and Code of Conduct)

**VERIFICATION STATEMENT**

This is to acknowledge I have read and understand the Policies and Procedures and Code of Conduct under which Colorado State CTSO Offices operate, and specific CTSO operating procedures and code of conduct for my organization.

\_\_\_\_\_  
School

\_\_\_\_\_  
District

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Office

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Local Chapter Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Local School Building Administrator

\_\_\_\_\_  
Date

**NOTE:**

Return this form to the state CTSO office prior to any official CTSO activity.

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# STATE OFFICER CHAPTER VISIT REPORT

Chapter Visited: \_\_\_\_\_

Officer Visiting: \_\_\_\_\_ Date: \_\_\_\_\_

School Personnel Visited: \_\_\_\_\_

Classes Visited: \_\_\_\_\_

Subject of Officer Presentation(s): \_\_\_\_\_

\_\_\_\_\_

Class Reactions: \_\_\_\_\_

Comments pertaining to students: \_\_\_\_\_

\_\_\_\_\_

Comments pertaining to advisors: \_\_\_\_\_

\_\_\_\_\_

Suggestions for chapter improvement: \_\_\_\_\_

\_\_\_\_\_

Additional chapter activities observed and your reactions to these: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Respectfully submitted,

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Organization/Office)

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**COLORADO CAREER AND TECHNICAL STUDENT ORGANIZATIONS**  
**MONTHLY STATE OFFICER ACTIVITIES REPORT**

NAME \_\_\_\_\_ ORGANIZATION \_\_\_\_\_

OFFICE \_\_\_\_\_

Covering the period from \_\_\_\_\_ to \_\_\_\_\_

1. Attach copies of correspondence you have mailed out.
2. This form must be submitted by the 5th day of the month to your state adviser and state officer team adviser.

- |                       |  |                                       |  |
|-----------------------|--|---------------------------------------|--|
| Discuss these points: | 1. Correspondence (written and verbal) | 7. National Leadership Conference     |  |
|                       | 2. Presentations/Speeches              | 8. District Conference                |  |
|                       | 3. Articles for Publication            | 9. Committee Meeting                  |  |
|                       | 4. Other Public Relations              | 10. Chapter Visits/New & Reactivating |  |
|                       | 5. State Conference                    | 11. Miscellaneous                     |  |
|                       | 6. Regional Conference                 | 12. Recommendations/Remarks           |  |
|                       |  |                                       |  |
|                       |  |                                       |  |
|                       |  |                                       |  |
|                       |  |                                       |  |
|                       |  |                                       |  |
|                       |  |                                       |  |

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Local Adviser's Signature

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**COLORADO STATE OFFICER YEARLY REPORT**

NAME \_\_\_\_\_ ORGANIZATION \_\_\_\_\_

OFFICE \_\_\_\_\_ DATE \_\_\_\_\_

1. Total miles traveled for organization: \_\_\_\_\_

2. Total days spent in behalf of the organization: \_\_\_\_\_

3. Number of speeches given: \_\_\_\_\_

4. Number of letters received: \_\_\_\_\_

5. Number of letters written: \_\_\_\_\_

6. Number of chapters visited: \_\_\_\_\_

7. List chapters that you visited in an official chapter visitation capacity:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

f. \_\_\_\_\_

8. List District, State, and National meetings of all organizations you attended as representative of your organization and your capacity while there:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

9. Total personal money spent on State Association business this past year: \$\_\_\_\_\_

10. Suggestions for improvement for your office:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

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**CAREER AND TECHNICAL STUDENT ORGANIZATIONS  
PHOTO RELEASE FORM**

I hereby consent to and authorize the use and reproduction by you, or anyone authorized by you, of any and all photographs/digital images/videotapes/recordings of (individual's) name \_\_\_\_\_, on (date) \_\_\_\_\_ at (location) \_\_\_\_\_, for use by the Colorado Community College System, its employees, officers and agents, and the right to copyright and/or use, reuse and/or publish, republish photographic pictures, digital images, videotapes and recordings in conjunction with (individual's name) \_\_\_\_\_ own name. I also give permission for these photographs/digital images/videotapes/recordings to be used in its entirety and/or edited version as deemed necessary by the Colorado Community College System (to include usage of images on Career and Technical Student Organizations websites).

Furthermore, permission is also given for the photographs/digital images/videotapes/recordings completed on (date) \_\_\_\_\_ to be used by the Colorado Community College System at any time in the future without further clearance from me.

I understand that these photographs/digital images/videotapes/recordings may be used for marketing purposes (including websites) by the Colorado Community College System.

I have read the foregoing release, authorization and agreement, before signing below, and warrant that I fully understand the contents thereof.

DATE \_\_\_\_\_

\_\_\_\_\_  
Signature of individual or Parent

(if individual is under 18 years of age) granting permission for photographing, videotaping and/or recording.)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

**NOTE: Any student who is subject to harassment due to the publishing of photos (either in publications or on the websites) should contact their student organization state advisor immediately.**

**This form may also be found on the respective student organization's website:**

- <http://www.deca.cccs.edu> - DECA
- <http://www.fbla.cccs.edu> - FBLA-PBL
- <http://www.fccla.cccs.edu> - FCCLA
- <http://www.hosa.cccs.edu> - HOSA
- <http://www.njc.edu/ffa> - FFA
- <http://www.cotsa.cccs.edu> - TSA
- <http://www.skillsusa.cccs.edu> - SkillsUSA