

# TEXAS FBLA STATE OFFICER APPLICATION

We are delighted that you are interested in becoming an officer or an adviser to an officer for Texas Future Business Leaders of America.

Please download this entire application packet and read it carefully. It will help you make the decision whether or not to run for office. It offers advice for planning and implementing your campaign.

Pay special attention to the dates of the meetings that you will be committing yourself to attend, especially the required meetings, such as application deadlines and Officer Training.

Fill out the application carefully, then double check it to be sure that all information is provided. An application will not be considered official until all information; clothing and required materials have been received. **You will bring your payment with you to the SLC and I will collect it at the installation practice.**

The process of applying for and campaigning for a state FBLA office is a wonderful growth experience in itself. If elected, a year in office is an experience you will treasure for the rest of your life.

My contact information is on page 15 of this application. Please contact me if I can help you in any way as you make the decision to run for an office, as you complete the application, or as you prepare for your campaign.

I look forward to meeting you at the SLC and wish you the best of luck!

Donna Crook  
Texas FBLA State Officer Coordinator

## **Important Dates!**

**Application Deadline:**  
**Officer Training:**

**Uploaded by February 24**  
**June 11-15**

# TEXAS FBLA STATE OFFICER RESPONSIBILITIES

Article VII of the Texas Bylaws specifies the duties of the FBLA State Officer Team. Those duties are specified below.

## **ARTICLE VII: DUTIES AS FBLA STATE OFFICERS**

### **Section 1. All officers shall:**

- A. Attend all scheduled functions and perform duties as assigned.
- B. Make contacts with schools in their area of jurisdiction and make contacts with businesses.
- C. Submit Management by Objective (MBO) forms by the 5<sup>th</sup> of each month.
- D. Supply, by March 31, information aiding in the preparation of the annual State Chapter Activities Report.
- E. Conduct themselves in such a manner and maintain such attitudes that will reflect with credit upon the officer, the school, and the organization.

### **Section 2. The President shall:**

- A. Serve on the Texas FBLA Board of Directors.
- B. Preside over the officer meetings.
- C. Appoint appropriate committees and committee chairmen.
- D. Serve as ex-officio, non-voting member of all committees.
- E. Perform other duties for the promotion and development of local, state, and national FBLA.
- F. Work with the State Reporter/Historian and Secretary to write and submit an annual State Chapter Activities Report for national competition.

### **Section 3. The Vice-Presidents shall:**

- A. Assist the President in the promotion and development of FBLA in the area that elected them.
- B. Preside at area meetings at the State Leadership Conference.
- C. Organize and conduct an Area Workshop in the fall and submit an evaluation report within two weeks.

### **Section 4. The Secretary shall:**

- A. Keep an accurate record of all business meetings of the State Leadership Conference and the State Executive Council.
- B. Supply promptly at least one copy of the minutes and substantiating reports for distribution.
- C. Initiate communication with the district and local officers to promote the development of FBLA.

- D. Work with the President and Reporter/Historian to write and submit an annual State Chapter Activities Report.

**Section 5. The Reporter/Historian shall:**

- A. Initiate communication with state, district, and local officers to promote quality articles for the state publications and web site.
- B. Develop and post at least three (3) state newsletters for district and local chapters by November 1, February 1, and May 1 of the officer's term.
- C. Maintain a history of the Texas State Chapter of FBLA.
- D. Work with the President and Secretary to write and submit an annual State Chapter Activities Report.

**Section 6. The Parliamentarian/Public Relations shall:**

- A. Advise the President of the orderly conduct of business in accordance with FBLA
- B. Work with the President and Reporter/Historian to write and submit an annual State Chapter Activities Report.
- C. Parliamentarian is responsible for updating all Social Media which includes: Facebook, Twitter and Instagram.

**Section 7.**

These officers shall perform the duties prescribed in these Bylaws, and perform such other duties are directed by the FBLA President and the State Officer Coordinator and not be inconsistent with these Bylaws or other rules adopted by FBLA.

**NOTE:** A candidate for the office of **Parliamentarian** must take the written Parliamentary Procedure test. This test is taken **on-line during the regular on-line testing dates which are February 27-March 10** and cannot be taken at the SLC. Register for this test as an individual competitor (you do **not** have to be a member of a team).

# OFFICERS AND ELECTIONS

Article VI of the Texas Bylaws specifies the election and nominations of state officers.

## ARTICLE VI: OFFICERS AND ELECTIONS

### Section 1. State Officers.

The state elected officers of FBLA shall be a president, up to twelve (12) vice presidents representing the respective areas, a secretary, and a reporter/historian.

### Section 2. Qualifications for State Officer.

- A. Only active members are eligible to hold state office.
- B. Only those applicants who are present at the State Leadership Conference and officially certified by the Officer Screening Committee shall be eligible for nomination.
- C. To be considered for an office in FBLA, a candidate shall:
  - a. Have at least one full year remaining in his/her high school education
  - b. Hold or have held an elective office in his/her local or district chapter
  - c. Be recommended by the chapter adviser and endorsed by his/her local chapter
  - d. File an official application with the State Officer Coordinator by the designated deadline
  - e. Candidates for Secretary must have successfully completed, or will complete, Keyboarding or BCIS by the end of the current school year and possess the ability to take minutes
  - f. Must comply with Texas Education Agency eligibility requirements
  - g. Must be a dues-paying member prior to November 1st
  - h. Must meet all state candidacy criteria and testing requirements

### Section 3. Nominations.

- A. The President, Secretary and Reporter/Historian shall be nominated by a local chapter at a general session of the State Leadership Conference. The State Vice-Presidents shall be nominated by a local chapter at their respective area meetings of the State Leadership Conference.
- B. Only candidates approved by the Officer Screening Committee shall be nominated.

### Section 4. Elections.

- A. The President, Secretary and Reporter/Historian shall be elected annually at a general session of the State Leadership Conference by the voting delegates. The State Vice Presidents shall be elected annually at their respective area meetings.
- B. These State Officers shall be elected by a roll call vote of the voting delegates. A majority vote shall be required for election. If no candidate for an office received a majority vote on the third roll call, the candidate receiving the lowest number of votes for that roll call shall be dropped from the fourth roll call. If necessary, the candidate receiving the lowest number of votes shall be dropped from each subsequent roll call

until one candidate receives a majority of the votes.

C. No two state officers shall be elected from the same local chapter.

**Section 5. Term of Office.**

State Officers shall be elected for one year and their term of office will begin May 1<sup>st</sup> and shall end on the next April 30<sup>th</sup>.

**Section 6. Vacancy in Office.**

A vacancy in any office other than that of President shall be filled by appointment by the President with the approval of the State Executive Council. Should the office of President become vacant, the current officer team will nominate a replacement from the team and the Executive Committee will conduct a simple majority vote to confirm the nomination.

**Section 7. Appointment of Parliamentarian.**

The person scoring the highest on the Parliamentary Procedure written test (which is taken prior to attending the SLC), who meets all of the state candidacy criteria and who has been approved by the Officer Screening Committee shall be appointed by the incoming State President to serve as Parliamentarian.

**Section 8. Removal from Office.**

- A. Any officer, who fails to complete any assigned responsibility, shall be notified in writing or email by the State Officer Coordinator that they are subject to removal from office. A two-week period will be given to respond to the letter and any response will be considered. Following the two-week period, the State Officer Coordinator and Local Adviser will assess the consequences; probation, suspension from office or removal from office.
- B. Any officer who fails to attend at least two scheduled events or functions shall be subject to removal or probation.
- C. Any officer who fails to attend the Mid-Year Planning Meeting or the State Leadership Conference shall be subject to immediate removal from office.
- D. Insubordination or conduct/attitude unbecoming an officer which reflects unfavorably on the officer, school or association shall be grounds for removal.
- E. The officers' advisers may, with the approval of the State Officer Coordinator, make the resignation on behalf of the officer.
- F. Non-compliance will be determined by the Local Adviser and State Officer Coordinator.

In addition to the criteria set by the Texas FBLA Bylaws and the Texas FBLA Board of Directors, candidates and officers are also regulated by certain rulings from the Texas Education Agency. These eligibility rules are as follows:

# COMMISSIONER'S RULES 76.AA.

## MARCH 2000 UPDATE PAGE 1

**Eligibility to participate in Texas FBLA activities fall under the rules established by UIL:**

### **Chapter 76. Extracurricular Activities** **Subchapter AA. Commissioner's Rules**

*Statutory Authority: The provisions of this Subchapter AA issued under the Texas Education Code, §7.102(c)(27) and §33.081, unless otherwise noted.*

#### **§76.1001. Extracurricular Activities.**

(a) An extracurricular activity is an activity sponsored by the University Interscholastic League (UIL), the school district board of trustees, or an organization sanctioned by resolution of the board of trustees. The activity is not necessarily directly related to instruction of the essential knowledge and skills but may have an indirect relation to some areas of the curriculum. Extracurricular activities include, but are not limited to, public performances, contests, demonstrations, displays, and club activities, with the exception of public performances specified in paragraph (2) of this subsection.

(1) In addition, an activity shall be subject to the provisions for an extracurricular activity if any one of the following criteria apply:

- (A) the activity is competitive;
- (B) the activity is held in conjunction with another activity that is considered to be extracurricular;
- (C) the activity is held off campus, except in a case in which adequate facilities do not exist on campus;
- (D) the general public is invited; or
- (E) an admission is charged.

(2) A student ineligible to participate in an extracurricular activity, but who is enrolled in a state-approved course that requires demonstration of the mastery of the essential knowledge and skills in a public performance, may participate in the performance subject to the following requirements and limitations.

- (A) Only the criterion listed in paragraph (1)(D) of this subsection applies to the performance.
- (B) The requirement for student participation in public is stated in the essential knowledge and skills of the course.

(b) The school week is defined as beginning at 12:01 a.m. on the first instructional day of the calendar week and ending at the close of instruction on the last instructional day of the calendar week, excluding holidays.

(c) In accordance with the provisions of the Texas Education Code (TEC), §33.0811, the number of times that a school district may allow a student to miss a class for extracurricular participation during a school year shall be determined by the school district board of trustees. Each school district must maintain an accurate record of extracurricular absences for each student in the school district each school year.

(d) Limitations on practice, rehearsal, and student participation in extracurricular activities during the school week shall be as follows.

- (1) For any given extracurricular activity, a student may not participate in more than one activity per school week, excluding holidays, except as provided in paragraph (2) of this subsection.
- (2) In addition to the limit specified in paragraph (1) of this subsection of one extracurricular activity permitted per school week, a student may also participate in a tournament or post-district contest, as well as a contest postponed by weather or public disaster that may determine advancement to a post-district level of competition.
- (3) For each extracurricular activity, a school district must limit students to a maximum of eight hours of practice and rehearsal outside the school day per school week.

# MAKING THE DECISION

## Chapter Adviser

Having an FBLA State Officer is an interesting and worthwhile activity for any adviser! Not only the officer but also the local chapter will benefit—from the campaign, the training, the travel, and the State Leadership Conference. When making the decision to run a candidate, consider:

1. Is the student passing and capable of continuing to pass all classes? Does the student's schedule allow for days out of class for FBLA activities?
2. Does the student have access to a computer with internet both during the day and evening?
3. Does the student meet the basic qualifications as described in the Texas State Bylaws Articles VI, VII, and IX?
4. Does the student have the determination and commitment, and will he/she be capable of making the necessary preparations and effort to run for state office and to follow-through if elected?
5. Will the student make FBLA responsibilities a priority when necessary over all other involvements?
6. Will the parents, local chapter, principal, school, and employer support the student's candidacy and term of office?
7. Will a chapter adviser support the student's candidacy then chaperone and work with the student if elected?
8. Do the student, parents, advisers, and principal understand the duties of the office being considered? If there are questions, contact the State Officer Coordinator.
9. Can the officer attend Officer Training? Officers are **required** to attend. This important meeting formulates the officers' responsibilities and program-of-work.
10. Can the adviser attend Officer Training? An adviser is **required** to attend with an officer.
11. Can the officer attend Mid-Year Planning for the SLC? Officers are **required** to attend. The meeting is held on a Friday-Saturday during either December or January.
12. Can the officer attend the SLC at the end of their term? Officers are **required** to attend the SLC.
13. All officers are encouraged to attend IFL, NLC, and NFLC.
14. The *President* is **required** to attend the NLC at the beginning of the term of office and urged to attend at the end of the term of office. The President is also **required** to attend all meetings of the Board of Directors. One meeting is during the summer the other is in December or January.
15. Will the adviser be able to help the officer get organized, budget time, and have materials readily available? Adequate filing space and a good filing system are essential. Securing the assistance of a good secretarial student who can devote time and effort to you and your officer is also recommended.
16. Can an adviser or a parent accompany the officer when parents, and/or the **school** deem it necessary (Texas FBLA does not pay expenses if we do not require a local chaperone.)

Complete and send in the application only if all involved are certain that the student has the dedication, attitude, ability, and time to perform the duties of the office being sought.

**If the student is unable to fulfill his responsibilities, he/she may be required to reimburse Texas FBLA for any expenses paid on his/her behalf. This includes travel, clothing, supplies, registration fees, meals, etc.**

# RUNNING FOR OFFICE

## ADVISER INFORMATION

“Mentor,” a trusted counselor or guide, a tutor or coach, aptly describes the role of a state officer’s local chapter adviser. From the moment a student considers running until the 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 on the campaign process and serves as tutor and coach during the officer’s term.

It is sometimes difficult for an adviser to play the dual role of adviser and teacher. The relationship between adviser and officer can be critical to local, state, and national success. The officer must realize that the local adviser’s signature on the application shows that adviser’s support and commitment on behalf of the student.

The adviser works closely with the officers’ State Officer Coordinator, Mrs. D’Ann Matlock, and is required to attend the State Officer Training at the expense of Texas FBLA. An adviser is expected to help the student officer accept these responsibilities:

- Acquire superior basic knowledge of the organization and be capable of discussing ideas and issues intelligently.
- Perform properly and promptly the duties of the office and other duties as assigned or accepted.
- Portray the proper image when representing the organization. Wear color-coordinated business attire for daytime and appropriate clothes for evening; use correct grammar, proper manners and etiquette, display a good attitude and public relations skills in working with individual members, chapters, prospects, and supporters.
- Prepare appropriate speeches when asked to visit local, state, out-of-state, or business conferences or civic groups. State and local advisers should review speech materials, outlines, etc., and the officer should practice the speech before each appearance.
- Handle correspondence quickly and appropriately. Send “thank you” letters promptly. The local adviser should proofread and approve **all** correspondence before mailing. The officer should write the correspondence, and then present it to the adviser for suggestions and necessary changes.
- Timely submit monthly plans and activity reports as required. To effectively serve as a FBLA officer and still devote appropriate time to school work and other activities, officers must plan their work each month, then report on the attainment/completion of those plans.

Realize that the **student** was elected, and with the chapter’s and adviser’s help, the officer must fulfill the responsibilities of the office. If the **officer** does not follow through, the adviser has the right/responsibility to submit the officer’s resignation. Advisers must be aware at all times of the pass/fail status of the officer, of the status of all projects, and see that all forms and reports are presented in a timely manner.



# CAMPAIGNING AND ELECTION RULES AND REGULATIONS

1. Prior to passing the screening procedure the first day of the SLC, there will be no formal campaigning or recruiting outside the candidate's school.
2. A candidate must agree that in case he/she later enrolls in a school in which there is not an active chapter, he/she will resign.
3. The candidate must agree to attend and participate in Officer Training, the Mid-Year Planning Meeting, and the SLC at the end of the term of office. Officers are encouraged to attend the Institute for Learning, the National Leadership Conference (the president is required to attend), and the National Fall Leadership Conference.
4. Standard Campaign Procedures:
  - a. A completed application must be submitted by the deadline.
  - b. The candidate, campaign manager, and a chapter adviser must attend the officer screening on Thursday afternoon of the SLC.
  - c. No candidate may campaign until after the opening session.
  - d. If an office is not filled at the SLC, applications will be accepted from qualified chapters following the SLC and the vacancy filled by appointment.
5. The candidate must submit the following items to the screening committee at the SLC:
  - a. A copy of the introduction and campaign speech to be given at the opening session for President, Secretary and Historian or at the Area Meetings for all Vice Presidential candidates.
  - b. One each of every campaign item, properly identified with the name of the candidate and the office sought.
  - c. One sample of each give-away item.
  - d. The expenditure report (attached to this document) of all campaign expenditures by vendor and items purchased. Chapter and candidate expenditures are not to exceed \$100. All items to be distributed during the campaign, whether purchased or donated, must be listed on this report. All donations must be listed by item and name of donor.
  - e. Monetary donations must be included in the \$100 maximum spending limit. Donated goods and services must be listed on the report but the value of these items will not count toward the \$100 expenditure limit.
  - f. Any printed materials referring to the candidate or office.
6. A description of any audio-visual to be used. (All equipment and related costs are the responsibility of the candidate. The State Officer Coordinator must be notified 10 days prior to the start of the SLC if media is to be used.)Candidates will be furnished a half or full 4 x 8' table as a campaign booth. Tables may or may not be draped. Electricity will not be furnished at the booth. If you need electricity to your booth you will need to contact the hotel directly to make the arrangements. Check the program for hours during which the booth must be staffed. Commercial exhibitors have priority use of electrical outlets and choice of tables.

7. Candidates will be told at screening whether tables are pre-assigned or will be available on a first-come basis.
8. Monies, alcohol, tobacco or drugs of any kind may not be distributed. Suggestive material will not be accepted. Any distributed item must receive approval of the officer screening committee. Unapproved/disapproved items may not be used.
9. No caucusing or campaigning is allowed after 11:00 pm. It is the responsibility of the candidate, the campaign manager, and the chapter adviser to ascertain when/where caucuses are scheduled and to attend those that are appropriate. Vice presidents do not attend the caucus of any area other than their own, but may make a courtesy appearance if invited.
10. Courteous, clean campaigns will be conducted by all candidates.
11. Only **one** individual may run for office from the same chapter. Vice presidents are elected first at the Area Meetings, then the reporter/historian, secretary, and president, are elected in that order at the Voting Session. (A chapter may have an elected officer and an appointed Parliamentarian.)
12. Candidates for president, secretary and reporter/historian will give speeches at the first general session with elections during the second general session. Vice presidential candidates will give speeches at the first Area Meeting. Elections will be held at the second Area Meetings immediately after caucusing. Speeches by the campaign manager and candidates are limited to a **combined total of six minutes for the office of president and a total of four minutes for all other offices.**
13. Candidates may affix materials to walls if these products are used: painters tape or the Command products by 3M. Discarded campaign materials must be removed by the officer's campaign committee. Only hand-carried campaign materials are allowed in any session.
14. Suggested materials to study for the screening are:
  - a. FBLA-PBL National Handbook
  - b. Texas FBLA Bylaws, especially those sections dealing with officer issues
  - c. Back Issues of *The Texan*
  - d. State Staff—names and positions
15. Here are some campaign hints:
  - a. Develop a budget and stick to it.
  - b. Study materials about the association's background, goals, structure, and people to prepare for screening and caucusing.
  - c. You and your campaign manager write your campaign speeches and caucus presentations then have them critiqued by faculty and peers. Practice, practice, practice in front of others! Hint: spotlights affect your ability to read notes!
  - d. Have confidence in yourself, then GO FOR IT!
  - e. Realize that even if you are not elected, you and your chapter will have had many interesting experiences and you will have grown and learned from the process; therefore, you *will* be a "winner!"

# OFFICERS' DRESS CODE

FBLA officers, advisers and members 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. FBLA officers and officer candidates shall follow the guidelines below at all times during all FBLA functions. The state uniform and blazer will be worn for all professional meetings; approved casual clothing will be appropriate for some meetings. Failure to adhere to the dress code or to alter one's appearance immediately when asked and for the duration of a conference will result in forfeiture of candidacy or office.

## **ALL CANDIDATES AND OFFICERS WILL:**

- Be clean and well groomed.
- Keep dandruff brushed off of clothing.
- Use appropriate deodorant.
- Wear clean, pressed and mended clothing. Fad clothing is not appropriate for FBLA.
- Not wear suggestive, provocative or revealing clothing.
- Not wear clothing with inappropriate words or pictures.
- Have well-polished and conservative business shoes.
- Wear blue blazers with the FBLA patch firmly and neatly attached on all edges
- Cover any tattoos.
- Not have any visible body piercing other than ears. Ear jewelry will be limited to one small earring per ear.
- No unnatural hair colors (blue, pink, red, green, etc.).

## **Males**

- Business suit with collared dress shirt, and necktie
- FBLA blazer or a sport coat, dress slacks, collared shirt and necktie
- Dress slacks, collared shirt, and necktie
- Banded collar shirt may be worn only if sport coat or business suit is worn
- Dress shoes and dark executive length socks

## **Females**

- FBLA blazer or business suit with blouse
- FBLA blazer or business pantsuit with blouse
- Skirt or dress slacks with blouse or sweater
- Business dress
- Dress shoes and nylons

## **Inappropriate Clothing for Conference Activities**

- 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, athletic shoes, industrial work shoes, hiking boots, bare feet, over-the-knee boots, house slippers, flip flops
- Athletic wear, including sneakers
- Hats or flannel fabric clothing
- Bolo ties
- Visible foundation garments

# OFFICER UNIFORM

**Officer candidates are to submit a check for \$200 at the Officer Installation practice on Friday night, March 24.** All checks are to be made payable to Texas FBLA and will be deposited immediately following the SLC. The Texas FBLA Officer Coordinator will purchase the following for each officer:

● Official FBLA blazer with patch	\$ 100
● Official scarf or tie	\$ 30
● Official name badge	\$ 10
● Officer polo shirts (two)	\$ 45
● Officer t-shirt or baseball shirt	\$ 15
● Total due with candidate packet girls/guys	\$ <u>200</u>

Additional clothing items you will be responsible for obtaining include:

## **Male Officers:**

- Khaki dress slacks
- Grey dress slacks
- White dress shirt
- Red dress shirt
- Blue dress shirt
- Black dress shoes
- Navy dress socks
- Black dress socks

## **Females Officers:**

- Khaki dress pants
- Khaki skirt
- Grey skirt
- Grey dress pants
- White shell blouse
- Red shell blouse
- Blue shell blouse
- Natural color nylons
- black closed-toed business shoes
- Red Dress

# OFFICER UNIFORM

**Make sure you actually measure yourself. These tend to be weird sizes. If you don't measure and they are wrong, you may not have it for NLC. Measure at least twice.**

## Misses' Blazers and Coats

Numeric Size	2	4	6	8	10	12	14	16	18	20	22	24	26	28
If bust measures	3	3	3	3	35.	37	38.	40.	42.	44.	46.	48.	50.	52.
If waist measures	2	2	3	4	5	5	5	5	5	5	5	5	5	5
If hips measure (or smaller)	3	3	3	3	40	42	44	46	48	50	52	55	58	61

Regular misses' blazers/coats designed for women up to 5'8". Tall misses' blazers/coats designed for women over 5'8". Tall blazers and coats available call for pricing.

## Men's Blazers and Coats

Short   5'3"-5'7"	36	38	40	42	44	46									
Regular   5'7"-5'11"	36	38	40	42	44	46	48	50	52	54					
Tall   6'0"-6'3"							38	40	42	44	46	48	50	52	54
Extra Tall   6'3" and taller															

To size men's blazers and vests, measure around body and arms at chest. Deduct 7" to determine size.

# OFFICER TRAINING

June 11-15, 2017  
Atrium Hotel & Suites, Irving

Texas FBLA does not expect officer candidates to come to us with professional skills; instead, we are here to train our “future” business leaders! Officers will be much more proficient at the end of their term of office than at the beginning.

In order to ensure that student officers are knowledgeable about the organization, understand their responsibilities, and know how to perform those duties, every Texas FBLA officer is **required** to attend Texas FBLA Officer Training. So that the officer’s adviser will know what is expected of the officer and will have the expertise to guide the officer in the fulfillment of those responsibilities, **each officer must be accompanied by an adviser** from his or her local chapter.

Summer Officer Training is planned and conducted by the State Officer Coordinator assisted by other state staff, outside presenters and experienced advisers. Some topics covered include state and national FBLA history and structure, publications, materials and supplies available, and officer and adviser responsibilities. Spoken and written communications are covered, as well as business etiquette; how to plan, organize and present an Area Workshop; finances; working an exhibit booth; planning and presenting workshops; parliamentary procedure; submitting required reports; team building activities; and much more! Former advisers and officers all agree it is an informative, necessary session. The main missing ingredient (for officers, at least) is sleep! However, life-long friendships are formed by officers and advisers alike.

**Texas FBLA pays** all travel, lodging, meal expenses, and training costs for this meeting for the officer and his or her adviser. Advisers will be housed two to a room; up to four officers will share a room.

In addition to Summer Officer Training, officers and advisers have many other opportunities to expand their skills and knowledge during the term of office by participating in area, state and national conferences; by preparing and presenting workshop sessions; by planning and presiding over the Area Workshops; by preparing and publishing the state report, newsletters and web sites; through additional training and planning sessions for Texas FBLA; and via on-line meetings and informative emails.

Be prepared to experience a great year!

# OFFICER APPLICATION

Each candidate for a Texas FBLA office must return all forms in this packet with appropriate signatures and include:

- (1) this **application**, pages 15 -25. **Please print plainly!**
- (2) a current, **official**, high school transcript through the fall semester
- (3) a **resume** including education, work experience, volunteer experience, organizations and sports
- (4) the **Authorization for Medical Treatment** form which **must be notarized**
- (5) a copy of **both sides of your health insurance card**.

**ALL PAPERWORK MUST BE UPLOADED BY February 24 and placed in WooFoo:**

**Mrs. Donna Crook, Texas FBLA State Officer Coordinator**

**E-mail: [stateofficercoordinator@fblatx.org](mailto:stateofficercoordinator@fblatx.org)**

**(C) 903.570.1336**

## Officer Information

LEGAL NAME (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_

OFFICE SOUGHT \_\_\_\_\_ CIRCLE ONE: MALE FEMALE

STREET \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

NICKNAME \_\_\_\_\_ S LC EVENT ENTERED \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ BIRTHDAY \_\_\_\_\_

PARENTS' PHONE (\_\_\_\_\_) \_\_\_\_\_ YOUR CELL PHONE (\_\_\_\_\_) \_\_\_\_\_

BLAZER (Man's) **Circle:** Regular Long **Circle Size:** 36 38 40 42 44 46 48 50

BLAZER SIZE (Ladies) **Circle size:** 2 4 6 8 10 12 14 16 18 20 (check Marketplace for current sizes) Long?

POLO SHIRT SIZE: **Circle** Ladies Mans **Circle Size:** Small Medium Large XLg 2XLg 3XLg

BASEBALL SHIRT: **Circle Size:** Small Medium Large XLg 2XLg 3XLg

SPECIAL FOOD CONSIDERATIONS (vegetarian? allergies? etc.) \_\_\_\_\_

AIRPORT YOU PREFER TO USE \_\_\_\_\_

NUMBER OF YEARS IN FBLA \_\_\_\_\_ FBLA OFFICES HELD \_\_\_\_\_

CURRENT GRADE: (circle one) FRESHMAN SOPHOMORE JUNIOR SENIOR

LIST BUSINESS SUBJECTS COMPLETED OR IN WHICH YOU ARE CURRENTLY ENROLLED:

Subject	Grade Received	Subject	Grade Received

### Adviser Information

LEGAL NAME \_\_\_\_\_ BIRTHDAY \_\_\_\_\_  
(Need year – for airline)

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

HOME PHONE (\_\_\_\_\_) \_\_\_\_\_ CELL PHONE (\_\_\_\_\_) \_\_\_\_\_

POLO SHIRT SIZE: (Will need a check for \$35 if you want polo.) Bring to Incoming/Outgoing Luncheon

Circle Ladies Mans Circle Size: Small Medium Large XLg 2XLg 3XLg

BASEBALL SHIRT: Circle Size: Small Medium Large XLg 2XLg 3XLg

### School Information

NAME OF SCHOOL \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY AND ZIP \_\_\_\_\_

SCHOOL PHONE (\_\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_\_) \_\_\_\_\_

PRINCIPAL'S NAME Mr. /Ms. FIRST \_\_\_\_\_ LAST \_\_\_\_\_

ADVISER'S SCHOOL PHONE (\_\_\_\_\_) \_\_\_\_\_ EXT. \_\_\_\_\_



# OFFICER SUPPORT

I, \_\_\_\_\_, as the **candidate**, agree to adhere to the State Officer Candidates Rules and Regulations. I understand that if I do not attend Officer Training or if I do not remain academically eligible to participate in extracurricular activities I will automatically be removed from office. If I fail to fulfill the responsibilities of my office or follow the Professional Code of Conduct, I am subject to removal from office by action of my adviser and/or the State Officer Coordinator. Furthermore, if I am unable to fulfill my role as officer, I will be financially responsible for reimbursing Texas FBLA for any expenses incurred on my behalf. This includes but is not limited to travel expenses, meals, clothing, supplies, etc.

I, \_\_\_\_\_, as the **chapter president**, agree that our local chapter will enthusiastically help in conducting a clean, honest campaign for our candidate, will contribute to some of the expenses of the campaign and the term of office, and our members will help the candidate fulfill the duties of the office if elected.

I, \_\_\_\_\_, as a **chapter adviser**, have read and understand the candidate material, will support and monitor this candidate/officer and believe he/she is capable of fulfilling the responsibilities of office. If the candidate is elected, I understand that an adviser is required to attend officer training.

I, \_\_\_\_\_, as a **parent**, have read and understand the candidate material, verify that our family will support the candidacy and if the candidate is elected, will support the officer in completing the duties of the office. I also understand that if my child is removed from office he/she will be required to reimburse Texas FBLA for monies spent on his/her behalf.

I, \_\_\_\_\_, as **principal**, verify that the student is academically eligible for election and that the school will support the officer and the adviser financially and in the time commitment necessary to fulfill the responsibilities of that office.

By our signatures we acknowledge that failure to perform officer responsibilities as assigned will result in removal from office. We realize that limited funds are available from Texas FBLA only for required expenses for state officers with limited funds for an adviser. The majority of adviser expenses must be covered by the local chapter, the school district, businesses, or personal funds.

\_\_\_\_\_  
**Candidate**

\_\_\_\_\_  
**Chapter President**

\_\_\_\_\_  
**Parent**

\_\_\_\_\_  
**Parent**

\_\_\_\_\_  
**Adviser**

\_\_\_\_\_  
**School Administrator**

# STATE OFFICER CODE OF CONDUCT

As the elected representatives of the student members of FBLA, State Officers assume and accept a high degree of responsibility to conduct themselves in a manner that brings credit to themselves, the organization, and the members.

Because ultimate responsibility for FBLA's finances, procedures and policies of necessity remain the sole purview of the elected Board of Directors, the state officers are precluded from:

1. Entering into any contractual relationship on behalf of the organization and
2. Committing the organization to any policy or payment without specific authorization of the Board of Directors or the State Officer Coordinator.

By signing this State Officer Code of Professional Conduct, individual officers agree to abide by the policies described below and to assume responsibility for their conduct while serving as a state officer. The specific areas of violation are listed to provide guidance to the officer, and are not to be considered all-inclusive.

## Professional Responsibilities and Standards

### As a State Officer, I will:

- A. Abide by the State Officer Dress Code while representing the association.
- B. Complete and submit all reports and assignments on time and correctly formatted.
- C. Attend and participate in all called meetings, conferences, and workshops.
- D. Comply with all conference and workshop rules and regulations including curfews, dress codes, etc.
- E. Follow instructions given by the State Officer Coordinator of Texas FBLA or his/her designee.
- F. NOT use tobacco products while at any FBLA function.
- G. NOT use profanity or other vulgar or inappropriate language or behavior.
- H. NOT lie, cheat, or steal.
- I. NOT consume or possess alcoholic beverages or other controlled substances while representing the organization.
- J. NOT engage in any activity that may be perceived as violating the rules of conduct for the functions I attend as a State Officer, and I will follow the higher standard of conduct of either the function or the State Officer Code of Conduct.
- K. Obtain advance approval from the State Officer Coordinator or other designee for all activities where the officer is representing Texas FBLA.
- L. Perform all conference and workshop duties, for the full term of office as defined by the State Officer Coordinator.
- M. Abide by Texas FBLA's Policies and Procedures, Code of Conduct, and Bylaws.
- N. Remain academically eligible in accordance with the Commissioners Rules for Extra Curricular activities Chapter 76. These guidelines can be found on the TEA website at <http://www.tea.state.tx.us/rules/tac/chapter076/index.html>.

**As a State Officer, I will not:**

- A. Violate the local, state or federal laws, including but not limited to:
  - 1. Consuming or possessing alcoholic beverages or other controlled substances
  - 2. Use any tobacco products
  - 3. Theft or other felony crimes
- B. Represent someone else's work as my own.
- C. Engage in any manner of sexual conduct/harassment or other activities they may discredit the organization, the school, or the officer (includes written or verbal comments and all forms of physical contact.)
- D. Discriminate against others.
- E. Violate one or more of the Professional Responsibilities and Standards to a degree deemed unacceptable by the State Officer Coordinator (i.e. use profanity to a staff member or adviser, use of alcohol or tobacco, or non-performance of duties and responsibilities).
- F. Date or become romantically involved with any other member of the officer team or use my position as a state officer for dating purposes during the term of office.
- G. Hold a volunteer or paid position that does not reflect positively on the organization.

Violations of the State Officer Code of Conduct will result in disciplinary action and may result in the officer's removal from office. A violation of the Code of Conduct does not necessarily have to be associated with the officer's representation of FBLA. Violations will be documented and penalties assessed by the State Officer Coordinator. Officers may appeal the decision to the Board of Directors.

The Chapter Adviser and officer will be notified in writing of any violation when the penalty is assessed.

I, \_\_\_\_\_, understand and agree to this Texas FBLA Code of Conduct.

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Date

**I have read the above and understand this Code of Conduct as it pertains to the State Officer Candidate.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Adviser

\_\_\_\_\_  
Date

\_\_\_\_\_  
State Officer Coordinator Signature

\_\_\_\_\_  
Date

# EXPENSES AND TRAVEL

The duties of an FBLA state officer require them and an adviser to travel several times throughout their term of office. Officers who do not attend a required meeting will automatically be removed from office.

Meetings are:

- The adviser and the candidate attend the **State Leadership Conference** at which the student is a candidate. FBLA pays no expenses.
- An adviser and the elected officer **are required** attend **State Officer Training, June 11-15, 2017, in Irving**. FBLA pays all expenses for the adviser and the officer.
- All officers are encouraged to attend the **Institute for Leaders** prior to the NLC. FBLA will pay \$250 for the president only.
- All officers are encouraged to attend **National Leadership Conference in June/July**. FBLA pays \$100 for president (who is required to attend) and \$50 for other officers.
- Several officers will be selected to participate in the **Texas Career Education Conference in July**. FBLA will pay all expenses for this.
- All officers are encouraged to attend the **National Fall Leadership Conference**. FBLA may pay a portion of expenses depending on the state of our finances.
- All officers **are required** to attend the **Mid-Year Planning Meeting in December 2017 or January, 2018** at the site of the upcoming State Leadership Conference. FBLA pays all expenses.
- Advisers and officers **are required** to attend the **State Leadership Conference** at the end of the officer's term. FBLA will pay the officer's travel to the conference, for the hotel and for meals. FBLA will pay for travel to the conference, Wednesday night at the hotel, and Wednesday's dinner for an officer's adviser who arrives on Wednesday.
- Conference registration is complimentary for the officer and one adviser.

If a *school district* requires an adviser to travel with an officer, the expenses of the adviser will be the responsibility of the chapter or school district and not Texas FBLA.

My signature below signifies my understanding of the above travel requirements and related expenses. When the district requires the adviser to travel with the officer the school district and/or chapter will pay the adviser's expenses.

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Officer Candidate

Date

---

Adviser

Date

---

School Administrator

Date

# AUTHORIZATION FOR MEDICAL TREATMENT TEXAS FUTURE BUSINESS LEADERS OF AMERICA

I, the parent/legal guardian of \_\_\_\_\_, a Texas FBLA State Officer, give my permission for the State Officer Coordinator or any other designee to authorize medical treatment for my child should it become necessary while on an FBLA sponsored activity, with the understanding that I will be responsible for payments, and that I will be contacted at the earliest opportunity. If a change in my child's medical condition or medication occurs, I will immediately notify the State Officer Coordinator. I have furnished a copy of my insurance card and give them permission to use it on my child's behalf.

List any medical conditions the officer may have; if none, list *NA*:

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List any medications and the dosages the officer is currently taking; if none, list *NA*: \_\_\_\_\_

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I give permission for the FBLA State Officer Coordinator to give my child the following over-the-counter medications as deemed necessary (Tylenol, aspirin, etc.). If none, list *NA*.

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Please provide any additional medical information the Texas FBLA State Officer Coordinator will need to know about your child, especially allergies and asthma. If none, list *NA*.

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# In Case Of An Emergency

You must attach a copy of the front and back of your insurance card.

Father/Male Guardian: \_\_\_\_\_

Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Company \_\_\_\_\_

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell/Pager: ( \_\_\_\_\_ ) \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City ZIP

Mother/Female Guardian: \_\_\_\_\_

Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Company \_\_\_\_\_

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell/Pager: ( \_\_\_\_\_ ) \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City ZIP

Insurance Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

Insured Employee's Name: \_\_\_\_\_

Employer: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Legal Guardian

## NOTARIZATION

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

Before me, a Notary Public in and for the State of Texas, personally appeared \_\_\_\_\_, known to me to be the person named herein who has sworn that he/she executed the document above for the purposes stated.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

# PROPOSED PLANS FOR OFFICE

Name \_\_\_\_\_ Office \_\_\_\_\_

In the space below or on a separate, attached page, type what significant proposed plans you have for your term of office. Include goals, activities, and ideas to promote and strengthen Texas FBLA.

# INCOMING/OUTGOING OFFICERS' LUNCHEON

An Incoming/outgoing Officer Luncheon is held after the Awards Ceremony on Saturday in order for the newly elected officers, their parents and advisers to have an opportunity to meet with the outgoing officers, their parents and advisers, to make arrangements for the transfer of files, and to learn from the outgoing officers. Plan to stay at the conference until 3:00 pm.

This luncheon is compliments of Texas FBLA for four: the officer, one adviser, and two parents (no substitutions).

Please indicate below who will accompany you to this luncheon if you are elected:

CANDIDATE NAME: \_\_\_\_\_

OFFICE SOUGHT: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ CITY: \_\_\_\_\_

NAME OF ADVISER: \_\_\_\_\_

NAMES OF PARENTS/GUARDIANS ATTENDING : \_\_\_\_\_

\_\_\_\_\_

If you need a vegetarian plate, please let me know in advance.



**PARENT’S or GUARDIAN’S/DISTRICT APPROVAL**

**FBLA STATE OFFICER TRAVEL IF SCHOOL CHAPERONE IS NOT ATTENDING**

I hereby certify that \_\_\_\_\_ has my approval to travel without a chaperone to FBLA State Officer functions. Once the officer arrives at destination the State Officer Coordinator (Donna Crook Cell: 903.570.1336 ) will be the responsible chaperone.

**Name of Meetings:** Officer Training (an adviser should attend), FBLA National Fall Leadership Conference (St. Louis, MO), FBLA Mid-Year Planning (), FBLA State Leadership Conference (San Antonio).

**Organization:** Texas FBLA

I understand and realize that the Texas Future Business Leaders of America is not legally liable under Texas laws for injuries of any nature at any time or any place to any persons, pupils, teachers, other employees, or any other person whatsoever.

Donna Crook and/or D’Ann Matlock will be the chaperone(s) (*once students arrive at their destination*) for the conference or meeting, will expect all officers who are participating in the program to give him, or her, their complete cooperation and to comply with all requests governing their conduct and activities.

Students will travel by plane (most of the time), unless they have permission to drive themselves to the meetings. Texas FBLA will make travel arrangements for ALL required meetings (Officer Training, Mid-Year Planning, to the State Leadership Conference).

\_\_\_\_\_  
Signature – Parent or Guardian

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

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

# OFFICER SCREENING AT THE SLC

Officer Screening will be held early Thursday afternoon on the first day of the SLC. All candidates **are required to attend** screening in order to be certified to campaign. Make your travel arrangements accordingly.

The following people are to attend screening:

- The candidate
- The campaign manager
- A chapter adviser

The following items must be **brought to screening**:

- One sample of all items to be given away
- A copy of each piece of campaign literature, including signs
- Copies of speeches by the campaign manager and the candidate (to be turned in)
- A completed campaign expense form (below) will be turned in.

CAMPAIGN EXPENDITURE FOR \_\_\_\_\_

CANDIDATE FOR \_\_\_\_\_

Item/Supplies/Printing	Cost/Value	Donated By (Company/Individual)	Paid By (Chapter, Family, School)
<b>Total of Expenditures</b>	<b>\$</b>		

# NATIONAL OFFICER CANDIDATES

## PROCEDURE TO SELET A TEXAS CANDIDATE FOR A NATIONAL FBLA OFFICE

According to the national policy, each state may support a National Parliamentarian candidate and only **one** elected national officer candidate (National President, Mountain-Plains Vice President, National Secretary, or National Treasurer); each state determines how to select and support that candidate. These guidelines were created to aid in the selection of a candidate from Texas for a national FBLA office.

**APPLICATION.** Candidates must download the *National Officer Candidate Guide* on-line. It contains the application and the necessary information and guidelines that national requires. **Along with a complete national application, Texas FBLA also requires pages 14, 15, 16, 17, 18, 20, 21 and 23 of the State Officer Application, and a copy of the candidate's latest transcript** be sent to the State Adviser with a copy to the State Officer Coordinator. All application materials must be received by the deadline for state officer applications as published in the SLC registration packet. If no application is received by this date, the first application received will be considered.

The national office requires that the Texas State Adviser sign the application for it to be valid. The State Adviser may refuse to sign any application. Reasons for declining to sign/support a candidate's application include but are not limited to an applicant's failure to meet application deadlines; incomplete or poor-quality application; insufficient parent, chapter, adviser or administration support; failure to complete assignments as a local, district, or state officer; discipline or behavior perceived as being a problem or inappropriate for a national officer; past grades place continued eligibility in jeopardy; inability to attend the Texas FBLA Officer Training; the local adviser's inability to attend Texas FBLA Officer Training, the Institute for Leaders, or the National Leadership Conference; and lack of a travel chaperone if elected. An elected National Officer shall frequently communicate directly with the State Officer Coordinator all goals and responsibilities set by the National Office so that the officer can be monitored to be sure that all responsibilities are met.

**IF ONE APPLICANT.** The State Adviser and State Officer Coordinator will examine the application to be sure all criteria are met, will sign and forward the application to the national office, or decline to sign the application and notify the candidate and local adviser of the reason.

**IF MORE THAN ONE CANDIDATE.** Only applications received by the state deadline will be considered. If the State Adviser and State Officer Coordinator deem the candidates qualified, the candidates will be interviewed and selected by a simple majority vote of members of the Board of Directors at the State Leadership Conference. All candidates will be notified of the selection prior to the end of the SLC.

The National Officer Candidates shall be provided with a campaign booth at the SLC to promote the candidacy.

A signed application forwarded to the national office makes that student the Texas national officer candidate. Texas chapters attending the NLC will be notified either before the NLC or in their NLC registration packets of the candidacy and each chapter's support will be requested.

**OFFICER TRAINING.** The Texas candidate is **required to attend Texas FBLA Officer Training** as is the candidate's adviser. At the discretion of the State Adviser and State Officer Coordinator, and depending on the financial condition of the State's treasury, limited state financial aid may be provided to an acceptable officer candidate. The state may pay the candidate's transportation, meals and lodging, and the adviser's lodging for Officer Training, and/or contribute \$100 toward the campaign. Texas FBLA usually cannot support any expenses of the officer or the officer's adviser/ chaperone during the term of office.

## PARENT/ADVISER/SCHOOL COMMITMENT FOR A NATIONAL OFFICER CANDIDATE

\_\_\_\_\_ has applied to be the Texas Candidate for the national office of \_\_\_\_\_. We understand the following commitments must be made before the candidate's application will be considered by the Texas State Adviser and State Officer Coordinator:

- The candidate has been screened locally and meets all state and national qualifications.
- The school, chapter, adviser and parents support the candidate's application and responsibilities if elected
- Since Texas UIL rules require that students pass to be eligible to participate in extra-curricular activities, the adviser has checked the candidate's grades and find them to be consistently strong enough so that the candidate should remain academically eligible, and the adviser will monitor progress reports and report card grades to ensure the officer remains eligible,
- The candidate and an adviser will attend Texas FBLA Officer Training.
- A local adviser will be responsible for overseeing the campaign at the NLC.
- The candidate will be accompanied by a local adviser/school official to the NLC and to all conference functions as required.
- A local adviser will be responsible for overseeing the officer's completion of all responsibilities if elected
- The candidate will attend the Institute for Leaders.
- The national office may require that officers be chaperoned on trips, and that a local adviser, school official or parent will do so.
- An elected officer (and adviser, if required) will attend the national officer training and that the adviser, the chapter, or the school district will be responsible for any expenses.
- The school district agrees to release the officer (and adviser if required) to attend all activities required of the officer.
- We understand that Texas FBLA is under no obligation to pay expenses toward the candidate's campaign or any expenses incurred in fulfilling the responsibilities of the office.
- We understand that if problems occur during the term of office, the national office expects the involvement of the State Adviser and/or State Officer Coordinator and that either, as well as the local chapter adviser, may **request or submit** the resignation of the officer if deemed necessary.

\_\_\_\_\_, local adviser, will attend the NLC as the candidate's adviser.

\_\_\_\_\_, local adviser, will attend Texas FBLA Officer Training.

\_\_\_\_\_, Adviser \_\_\_\_\_ Date

\_\_\_\_\_, Principal \_\_\_\_\_ Date

\_\_\_\_\_, Candidate \_\_\_\_\_ Date

\_\_\_\_\_, Parent \_\_\_\_\_ Date