



North Carolina Future Business Leaders of America

FUTURE BUSINESS LEADERS OF AMERICA-PHI BETA LAMBDA, INC

**Officer Candidate Guide
2011-2012 Edition**

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NORTH CAROLINA FUTURE BUSINESS LEADERS OF AMERICA OFFICER CANDIDATE GUIDE

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Introductory Letter

September 2011

Dear Prospective NC FBLA Officer Candidate:

Congratulations! You have taken the first step toward running for office. As an officer candidate you are demonstrating one of America's most noble and precious resources: the democratic process.

This guide provides you with essential information and steps that you need to know to become an officer. The experience can be challenging and exciting, but it will not be easy. To put you in the arena with other officer candidates, you will need determination, commitment, preparation, and effort. And once in that arena, the next challenge is to get elected. You will have to persuade the voting delegates at the State Leadership Conference that you are the one for the job!

Preparing, campaigning, speaking—all come together to form a learning experience you will use for the rest of your life. Even if you are not elected, the experience is invaluable.

Please be aware that you cannot become a state officer alone. You need the support and encouragement of many people.

Your parents and school administrator need to be informed and support your effort. Officers attend several conferences and workshops, and they do miss several days of school class time during the term of office.

Your local adviser will need to approve and sign your application for office and serves as your coach and guide through the entire process. Your adviser is also the link to the FBLA state adviser.

Your chapter officers and members need to support your candidacy and rally behind your campaign.

Your campaign manager is selected by you to help plan your election campaign. This person will introduce you at the business session/campaign rally at SLC if you become a candidate.

Becoming an officer is a challenge, but you can do it if you try!

NC FBLA STATE ADVISER : Mrs. Mary Jane Thomas

FBLA Pledge, Creed, Goals

Pledge

I solemnly promise to uphold the aims and responsibilities of Future Business Leaders of America-Phi Beta Lambda and, as an active member, I shall strive to develop the qualities necessary in becoming a responsible business leader.

Creed

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 these groups.

I believe every person should prepare for a useful occupation and carry on that 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.

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.

Goals

- 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

COMMENTS FROM FORMER STATE/NATIONAL OFFICERS

"We are just ordinary members who have the determination and desire to strive for the best we can be. You should never feel that you have to be extra-special to fill the shoes of a state officer; you just must be willing to put much effort and enthusiasm into the job."

"Without FBLA I would not have been able to experience so many wonderful and unforgettable events. I know that as I become a leader in society, I'll always remember what FBLA has done to prepare me. I just wish that every high school student could experience all the great things I have."

"Running for a national office is not an easy task, but it is most rewarding. As a member, I wondered what it would be like holding such a prestigious office. I realized that it was more than a title, it was a chance to encourage individuals to reach toward their highest potential."

"Becoming a state officer was a way of developing professionalism in myself and incorporating all that I had learned, both in the classroom and in membership in FBLA."

"I never really thought becoming a state officer could be a reality for me. It was hard for me to put myself in that role because, I would go to our State Leadership Conference and see people standing on stage, and I was in awe! I didn't think it could happen! But I asked them what was involved, and that's what really got me going. I thought, Yes, I think I can do that!"

"Success is not measured by what you do in competition with others. Success is measured by what you do compared to what you're capable of doing. Accept the challenge and take the risk. Grab onto the once-in-a-lifetime opportunities passing you now."

QUALIFICATIONS AND PROCEDURES FOR STATE/NATIONAL OFFICE

1. All candidates must:
 - A. Be an ACTIVE member of NC FBLA.
 - B. Be a member in good standing in an FBLA chapter at the school in which he/she is enrolled.
 - C. Have a least one full school year remaining at the secondary level.
 - D. Hold or have held an office in the local chapter or region and/or served as chairman of an outstanding committee; hold or have held elective or appointed offices in other youth organizations.
 - E. Have maintained at least a **B** average in high school.
2. Candidates for national office must follow the same application procedure as a candidate for state office.
3. All state officers must abide by the State Officers Code of Conduct and submit a signed form (included in the guide) prior to attending State Officer Training.
4. Candidates for president, regional vice-president, and any national office shall submit the following to the state adviser to be received by **November 2**.

Officer Candidate Application (**2 pages**)

Transcript with business classes underlined in red

Résumé including qualifications for office and future plans

Statement of Recommendation from local chapter adviser and the principal

Statement of Parental Permission

5. All applicants must complete the Officer Candidate Study Guide. This study guide (located at the end of this booklet) contains questions on state and national FBLA facts and history. **Bring the completed study guide to turn in at your candidate interview.** During the interview you will be expected to display knowledge about the FBLA organization. The study guide is to be the sole work of the candidate. *(The candidate may use print and electronic resources but may NOT receive help from any individual.)*
6. All candidates will participate in an initial interview prior to the State Leadership Conference. The interview team will be composed of a panel of at least one state officer and one member of the Board of Directors. Candidates for the office of Regional Vice President will be screened at their respective Regional Competitive Events Conference. Candidates for the Office of State President and candidates for national office will be screened at a central location during the month of February.

7. Only those applicants present and officially certified by the Officer Briefing Committee at the State Leadership Conference shall be eligible for nomination as a candidate.
8. Candidates for national office will be interviewed by members of the Executive Council and the Board of Directors during the State Leadership Conference. There will be only one national officer candidate from North Carolina.
9. During the screening process candidates will answer one question in written form to demonstrate their writing ability.
10. All candidates for vice-president shall be elected from the same region they are to represent. All candidates shall be elected by secret ballot in the voting session at the State Leadership Conference by majority vote.
11. The names of candidates for state office will be available by calling or emailing the state office.
12. Candidates for office shall be notified following the interview procedure. The criteria will be weighted as follows with a score of 75% needed to be a qualified candidate:

Interview	50%
Résumé	10%
Study Guide	25%
Written Questions	15%

RESPONSIBILITIES OF STATE OFFICERS

As a state officer you are a member of the State Executive Board. This officer team plays a vital role in planning projects, workshops, and conferences. Your main duty is to be a contributing member of the team and provide support not only for your fellow officers, but also for North Carolina FBLA.

All state officers **are required** to attend all NC FBLA Board of Directors meetings, State Officer Training, Broyhill Leadership Conference, the National Leadership Conference, Career Technical Education Summer Conference, Fall Regional Leadership Conferences (as assigned), the National Fall Leadership Conference, Regional Competitive Events (as assigned) and the State Leadership Conference.

All officers shall:

- Prepare and present workshops as required for the Career Technical Education Summer Conference, Fall Regional Leadership Conferences, and other leadership conferences.
- Acquire good basic knowledge of the organization and be capable of discussing ideas and issues intelligently.
- Portray the proper image when representing the organization by wearing the official uniform.
- Use correct grammar, display proper manners and etiquette, maintain a positive attitude, and demonstrate effective public relations skills in working with individual members and chapters.
- Be a good listener.
- Prepare appropriate speeches when asked to visit schools, conferences, and business and civic groups.
- Contribute ideas for state projects during State Officer Training.
- Serve as a model representative for FBLA public relations. Officers are called upon many times to make presentations before adult and student organizations and at times will need to miss school to represent FBLA.

Officers must keep up to date on correspondence. A copy of all memos and letters sent to local chapters must be promptly submitted to the state adviser as well.

Officers must submit a monthly activity report to the state adviser. A copy may

be sent to fellow officers.

State officers must secure an official FBLA navy blazer, khaki slacks/skirts, red dress (females) and white oxford shirts (guys) or collarless plain white blouses (girls). The emblem patch for the blazer will be supplied by the state office. FBLA attire must be worn at all board meetings, conferences, and other activities when representing FBLA. Additional official attire may be required.

Prior to traveling on behalf of NC FBLA, officers must submit a permission form to the state adviser.

All officers shall install incoming officers at the State Leadership Conference.

Additional responsibilities:

- Communicate with FBLA members through *The North Carolina Business Leader* by submitting articles.
- Possess a working knowledge of parliamentary procedure.
- Work closely with local and state advisers. Keep them informed at all times.
- Communicate with other officers. Give fellow officers full support. An officer team should be unified and must bond together to support the goals of the organization.
- Work with your local chapter. Let members benefit from having a state officer. Remember that all officers need the support of their chapters to be truly successful.
- Recognize the good and outstanding work of others.
- Recruit new members and chapters.
- Have a positive attitude as you are always in the public's eye!

Violations of these policies will result in immediate disciplinary actions, which may include removal from office by the state adviser.

DUTIES OF NC FBLA OFFICERS

Section 1.

President

It shall be the duty of the president to preside over all Executive Council meetings at which time plans will be made for the State Leadership Conference. The President shall appoint all special committees as deemed necessary and shall serve as ex-officio member of these committees. The President must promote chapter organization as well as chapter activities. These tasks, which are most important, can be accomplished by three form letters. At the beginning of the school year, the first letter should be sent to each chapter requesting that they cooperate with the President during the year. The second letter should be sent to chapters who are interested in forming new chapters. This letter should be a follow-up letter to one written by the State Chairman and/or State Adviser. The third letter should be a letter of congratulations to the chapter in becoming an active chapter of FBLA. It shall be the duty of the outgoing FBLA President to prepare the annual activities report for the state chapter. The President shall also present state activities reports at regional and national meetings as requested.

Section 2.

It is the duty of the regional vice presidents, acting under the direction of the President, *to promote the welfare of the FBLA organization in the state. Should the office of President become vacant, the Vice-Presidents shall select from among themselves one to assume the duties of the President. The Board of Directors must confirm the decision of the Vice-Presidents before the office of President is considered filled.* The vacant vice president's position will then be filled by the Board of Directors. The Vice-Presidents shall carry out specific duties as may be assigned by these bylaws, the President, or State Adviser.

- The regional vice presidents with the advice and counsel of the state advisor shall determine which vice presidents will assume or begin the rotation for the following responsibilities:

Each regional vice president shall assume responsibility for publishing the state FBLA newsletter, THE NORTH CAROLINA BUSINESS LEADER. Beginning in September, one vice president shall publish the newsletter (four pages minimum) highlighting events in his/her region as well as state and national activities. The monthly newsletter shall be published on a rotating basis and each vice president shall be responsible for only one month each year. Each year, the region that published the September newsletter will move to May the following year and the other vice president's responsibility will rotate as far away as possible from the month for which their region was responsible the previous year. Electronic copies of the newsletter would be made available to local chapters.

Each vice president collects the news from each chapter, sends news items concerning the North Carolina FBLA to local and state newspapers and to TOMORROW'S BUSINESS LEADER, the national news publication for FBLA. *Each* regional vice president must notify each chapter of the deadline for submitting news. After news items are received from individual chapters, the vice presidents must check each article for correctness of form and write the news item in third person if this was not done by the chapter reporter.

Two regional vice presidents shall record accurate records of the sessions of the State Leadership Conference, State meetings at National Conferences and of the meetings of the Executive Council. One copy of the minutes shall be sent to the State Adviser for the permanent files, one copy is kept for the secretary's files, and one copy is sent to each local chapter in the state. These vice presidents shall keep on file copies of the state and national constitutions and shall perform such other duties as directed by the President or State Adviser.

Three regional vice presidents shall *record* activities of interest pertaining to the local, state, and national organizations and keep a history in digital form. These vice presidents shall secure as *much footage* as possible of state activities to *be used digitally to be made available to member chapters*. These vice presidents should write a short note to local chapters early in October reminding them to begin collecting *video footage* to be placed digitally. In early February, these vice presidents shall notify all chapters of the deadline for submitting *video footage* to be *included in the state video tape*.

Three regional vice presidents shall organize materials for the FBLA website. These vice presidents will review the materials in the website to ensure that they are accurate and current. Materials will be moved out of the website whenever they are no longer accurate or needed. Collaborating to improve the website will be the responsibility of all three of these vice presidents. One of these three vice presidents will become the key contact with the website provider to ensure that information flows through an organized process to the webmaster.

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 in the campaign process and serves as tutor and coach 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 their support to the officer and organization.**

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

Advisers shall:

Accept responsibility for assisting officers. Secure the endorsement and support of parents, school officials, and employers, if applicable.

Be prepared to devote office space and personal time to your state officer. Helping your officer 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.

Be informed about state 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.

Present a positive image of FBLA and its programs. Take an active part in helping your officer reach his/her personal and organizational goals.

The adviser for each vice president shall be responsible for making arrangements for the regional competitive events meeting.

FINANCIAL PROVISIONS

The state office will cover travel and lodging expenses for state officers to attend required functions. Whenever notified by the state adviser, all state officers must register for national conferences through their local chapters. The state office will then reimburse the chapter for the registration fee upon receipt of a copy of the registration form. Registration for the State Leadership Conference is complimentary for state officers.

Name badges will be provided for newly elected state officers.

All officers will need the official uniform. The official attire for female officers is a navy FBLA blazer, khaki skirt/slacks, nude hosiery, plain navy pumps and a white blouse with a plain rounded neck, no collar. The female officer attire also includes a red dress with the navy blazer and the navy pumps. The official attire for male officers is a FBLA blazer, khaki slacks, navy socks, white button-down collar shirt, and tie. Other accessories will be discussed at State Officer Training. Additional official attire may be required.

Formal attire is required for the Awards Program at the State Leadership Conference. Ladies will wear a formal (color determined at officer training) and the gentlemen will wear a tuxedo with appropriate cummerbund/vest. These expenses must be incurred by the officer.

ELECTIONS - Rules and Regulations

(President, Vice-Presidents)

1. There shall be no formal campaigning before the officer candidate passes the screening process during the Officer Candidates' Briefing at the State Leadership Conference (SLC).
2. The candidate must be accompanied to the Officer Candidates' Briefing at SLC by his/her campaign manager and local chapter adviser.
3. During Officer Candidates' Briefing at SLC, a financial statement listing all revenues and all campaign expenditures by vendor and items purchased must be accounted for on this report. All donations must be listed by item and name of donor. The state office recommends that all candidates spend no more than \$150.00 on their campaign.
4. Candidates must submit the items below, if used in the formal campaign, to the screening committee during the Officer Candidates' Briefing at SLC:
 - One each of their campaign items to be properly identified with the name of the candidate and office sought. Community relation items such as literature, buttons, and bumper stickers do not need to be personalized.
 - A report of all campaign income and expenditures by vendor and items purchased. All items to be distributed during the campaign must be accounted for on this report. All donations must be listed by item and name of donor. The state office recommends that candidates spend no more than \$150.00 on their campaign.
 - Copies of printed materials that give reference to the candidate or the office sought.
 - A description of audio-visuals that are to be used. Any use of audio-visual materials/presentation and related equipment are the financial responsibility of the candidate. Candidates may need to provide a person to operate equipment. The cost of audio-visual equipment can be high. Candidates wishing to use audiovisual equipment in their campaign booth must also arrange for electrical hook up by calling the state office. This expense is the responsibility of the candidate. Candidates must provide the equipment and person to operate.

5. Monies, alcohol, tobacco, matches, or helium filled balloons may not be distributed. Any item to be distributed must be approved by the officer screening committee.
6. Approved banners, posters or any other promotional materials are to be displayed in an assigned area only. Items may not be taped or tacked to walls, floors, ceilings or furniture. No helium filled balloons may be used to decorate the booth. Candidates and campaign managers must wear conference name badges to decorate the booth.
7. No caucusing or campaigning is allowed after 11 p.m.
8. No caucusing or campaigning is allowed on sleeping room floors.
9. Caucusing will be done before chapter delegates grouped according to region. The vice president shall serve as moderator to monitor time and questions. Candidates may give a 4-minute speech/skit and in addition there will be 5 minutes for questions and answers. There will be a short break between candidates during the regional caucus.
10. The candidates for president will deliver their campaign speeches at the opening general session at State Leader Conference. The vice-president candidates will be introduced at this time. All candidates will be required to answer a fish bowl question during this session. The vice-president campaign speeches are delivered in the respective regional meetings during the State Leadership Conference. Elections for all state officers will take place during the voting delegates' session.

Presentation speeches by the campaign managers and campaign speeches by the candidates are limited to a total of four (4) minutes, including set up time for props. These time limits will be strictly enforced.

Violations of these regulations may disqualify a candidate.

CAMPAIGN TIPS

One of the highlights of FBLA-PBL conferences is the election of officers. In order to determine the best candidate for each office, information must be gathered on all candidates.

Campaigning is a series of organized, planned actions necessary for electing a candidate. It is very efficient way to provide information on the qualifications and characteristics of a candidate.

It is not too early to start planning! Organization is of great importance, if accurate information outlining the positive characteristics and goals of a candidate is to be developed. Scheduling of specific tasks that must be done is necessary so that the ideas and plans will be accomplished. By having a set schedule and sticking to it, all of the campaign materials and ideas will be finished before the date of campaigning, and there won't be a mad rush at the last minute.

Campaigning is a learning experience that won't be forgotten. It can be both exhilarating and stressful but it should also be fun! It is important to be well rested, to look your best, and be mentally sharp when campaigning. You have enthusiasm! You have experience! You have determination! These are all qualities an officer candidate needs.

Here are some suggestions:

1. Review the duties and qualifications required and decide which office is best for you.
2. Complete and mail all necessary applications by the deadline.
3. Get the support of your local chapter.
4. Develop a timetable for carrying out each step of your campaign.
5. Read the rules and regulations for campaigning at the state conference.
6. Choose a dependable person who knows you well to serve as your campaign manager. Select a committee to organize your campaign booth.
7. Have members of your local chapter assist at the campaign booth to show their support.
8. Create a campaign theme that will distinguish you from the other candidates. Use your theme throughout the entire campaign to establish a link of identification for the conference delegates. Develop a fact sheet or brochure highlighting the ideas and goals of the candidate.
9. Collect promotional materials and donations from local businesses.
10. Study FBLA-PBL's background and current activities.
11. Practice your campaign speech, (integrating the theme,) and caucus questions in front of others.

SUGGESTED TIME LINE AND TENTATIVE SCHEDULE

(See calendar of events for actual deadlines)

SEPTEMBER- Review qualifications for office
Review duties of officers and advisers
Get approval of local chapter adviser(s)

OCTOBER

Complete Officer Candidate Application:

- Transcript--underline business classes in red
- Résumé
- Adviser/Principal Statement
- Parental Permission

Local adviser checks application for completeness, furnishes information requested, signs application and sends completed application to state adviser **(to be received by November 2.)**

Establish platform/Plan campaign
Choose campaign manager

DECEMBER/ JANUARY

Officer Candidate Screening for Vice President Candidates
Regional Competitive Events

FEBRUARY

Officer Candidate Screening for State President Candidates and national officer candidates

MARCH

STATE LEADERSHIP CONFERENCE BEGINS

- Officer Candidate Briefing
 - Opening General Session
 - Campaign Booths
 - Regional Caucus Meetings
 - Voting Delegates Session
-
- Rehearsal for Installation of Officers
 - Awards Session and Installation of Officers

NC FBLA STATE OFFICER CANDIDATE

SAMPLE FINANCIAL STATEMENT

Frederick B. Leaderman
Candidate for State President
March ____,xxxx

A. Revenues

a. Local Chapter	\$25.00	
b. Frito Lay, Inc.	\$50.00	
c. Peoples Bank	\$25.00	
d. Dr. Loyal Supporter	<u>\$50.00</u>	
Total Revenues		\$150.00

B.

Expenses

1. Spirit Line (Buttons)	\$100.00	
2. Sam's (candy)	\$ 30.00	
3. Booth Supplies	\$ 15.00	
4. Gem's Trading (pens)	<u>\$ 10.00</u>	
Total Expenses		<u>\$155.00</u>

C. Net Expenses Over Revenues (\$5.00)

Note: Other Donations

- *City Bureau of Recreation - City Promotion Literature
- *Community Chamber of Commerce - Town Stickers
- *Jones Electric - Printing of Pamphlets, Cards, Posters
- *First United Bank - Pencils
- *Acme Pharmaceuticals - Note pads

NC FBLA STATE OFFICER CANDIDATE

SAMPLE FINANCIAL STATEMENT

Felecia Beth Winner
Candidate for State President
April ____, xxxx

Revenues

FBLA Chapter Donation	\$ 25.00	
SU Chapter of PBL	25.00	
FBLA Member Contribution	5.00	
Charity Savings & Loan	10.00	
FBLA Member Contribution	10.00	
Dr. Loyal Supporter	65.00	
Personal Resources	<u>10.00</u>	
Total Revenues		\$150.00

Expenses

Typesetting for brochures	\$ 20.00	
Photographs for campaign materials	25.00	
Cardinal stickers for badges	20.00	
Posters & silk screening		20.00
Brochures	15.00	
Flyers	15.00	
Bookmarks	5.00	
Pencils	5.00	
Campaign booth banner		20.00
Flyswatters	<u>5.00</u>	
Total Expenses		<u>\$150.00</u>
Balance on hand:		<u>\$000.00</u>

APPENDIX

**NORTH CAROLINA FUTURE BUSINESS LEADERS OF AMERICA
OFFICER CANDIDATE APPLICATION**

Each prospective candidate must complete this application and mail entire application package to: Attn: **State Adviser, Mrs. Mary Jane Thomas**, NC FBLA, 6358 Mail Service Center, Raleigh, NC 27699-6358. All materials must be received by **November 2nd**.

State Office Applying For _____

Name _____

Chapter _____

School Address _____

Street

City

ZIP

NC FBLA Region _____ Current Year in School 9 10 11

Home Address _____

Street _____

City _____

ZIP _____

Birthdate _____

E-mail Address _____

Place of Employment (if employed) _____

Type of Business _____ Position Held _____

Name of Campaign Manager _____

Adviser's Name _____

Adviser's School Number () _____ FAX() _____

Best time to call _____ E-mail address _____

Adviser's Home Telephone () _____

Adviser's Home 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

Attach to this form a copy of your current high school transcript, résumé, and parental permission form to run for office and statement of recommendation from your local chapter adviser and school principal.

To become an officer of North Carolina FBLA requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility in this leadership training. In order for a candidate to be eligible for office, this agreement must be signed by all parties indicated.

IF ELECTED

The candidate agrees to:

- 1. Perform to the best of his/her ability the duties of elected office.
- 2. Participate in all activities scheduled by the State/Regional Adviser or the Board of Directors of NC FBLA.

Required scheduled activities include:

- | | |
|-------------------------------------|---|
| State Officer Training | Regional Fall Conference (as assigned) |
| Broyhill Leadership Conference | Regional Competitive Events |
| Board of Directors Meetings | National Leadership Conference |
| State Leadership Conference | Career & Technical Education Conference |
| National Fall Leadership Conference | |

The parents and employer agree to:

- 1. Permit the candidate to participate in all scheduled NC FBLA activities.
- 2. Encourage the candidate to take full benefit of the leadership development experience.

The adviser and school officer agree to:

- 1. Recommend for state office only those candidates who are qualified.
- 2. Ensure the candidates attendance at all NC FBLA activities.

Signed:

_____	Date	_____
School Official & Title		

_____	Date	_____
Candidate		

_____	Date	_____
Parent		

_____	Date	_____
Employer		

_____	Date	_____
Adviser		

NORTH CAROLINA FUTURE BUSINESS LEADERS OF AMERICA

Local Chapter Adviser and Principal Statement of Recommendation

The credentials for _____, who is the choice of our chapter for an FBLA State Officer are attached. If elected, this applicant will receive the enthusiastic support of our school, chapter, and adviser(s) in the execution of the duties of the office. We understand that this application, if elected will be required to travel and participate in FBLA activities during the school year as well as during the summer.

School _____ Chapter No. _____

City _____ NC FBLA Region _____

Adviser's Signature _____

Principal's Signature _____

PARENTAL PERMISSION

I understand that my son/daughter, _____ is an applicant for an FBLA Officer position in North Carolina and Future Business Leaders of America. Also, if elected, there are certain duties, including travel, which he/she MUST perform. I fully understand, and he/she has my full support in this endeavor.

Parent's Signature _____

This form is a part of the NC FBLA Officer Application Package.

**NORTH CAROLINA FUTURE BUSINESS LEADERS OF AMERICA
OFFICER CANDIDATE STUDY GUIDE**

*This study guide includes true-false questions, short answer completion and multiple choice type items. The completed study guide is to be submitted upon registration at Officer Candidate Screening. Your answers should be legibly handwritten or indicated in blue or black ink. Your signature below verifies that this completed guide is **solely your work**.*

Signature

Date

1. The person who originally proposed to organize on a national level the thousands of business clubs in high schools and colleges throughout the United States is _____ .
2. The first FBLA state chapter was located in _____ .
3. The first local FBLA chapter was chartered in the state of _____ .
4. In what year was the first local FBLA chapter chartered in the nation? _____ .
5. Phi Beta Lambda was first chartered in what year? _____ .
6. What three (3) words appear on the FBLA emblem in addition to "Future Business Leaders of America?"

7. Identify each of the following current national officers:
President: _____
Southern Region Vice President: _____
8. Where is the national FBLA headquarters located (city/state)? _____
9. What is the name of the college division of the Future Business Leaders of America?

10. How many FBLA regions are there in the United States? _____
11. Where (city/state) will the National Leadership Conference be held this year? _____
12. Who is the President and CEO of FBLA PBL, Inc.? _____
13. The North Carolina State Chapter was first organized in the year of _____ .

- 14. What is the NC FBLA dues deadline for members entitled to compete at the regional competitive events? _____ .
- 15. Membership in NC FBLA may include students in grades _____ .
- 16. What are the names of the following publications?
State Newsletter: _____ .
National student magazine: _____ .
- 17. Identify each of the following current state officers:
President: _____
Parliamentarian: _____
Vice-President Southwest: _____
Vice-President Eastern: _____
Vice-President Southeast: _____
Vice-President Central : _____
Vice-President Triad: _____
Vice-President Triangle East: _____
Vice-President Northwest: _____
Vice-President Western: _____
- 18. In what city is the NC FBLA headquarters located? _____
- 19. Who is the NC FBLA State Chairman? _____
- 20. Who is the NC FBLA State Adviser? _____
- 21. Who is known as the “Father of FBLA” in North Carolina? _____
- 22. In which national FBLA region is North Carolina located? _____
- 23. What city will be the site of the NC FBLA State Leadership Conference this year? _____
- 24. How many voting delegates may a chapter of 100+ members have at the State Leadership Conference? _____

25. Which officer presides at all general sessions during the State Leadership Conference?

26. What is the name of the highest chapter award a local chapter may receive at the State Leadership Conference? _____ .

27. Identify the following competitive events held at the State Leadership Conference.

Two (2) chapter events: _____

Two (2) team events: _____

Four (4) individual events: _____

28. What are the official FBLA colors? _____

29. How many FBLA regions are there in North Carolina? _____

30. How much are the following FBLA dues? \$ _____ (State)
\$ _____ (National)

31. What is the parliamentary procedure term that means to suggest names to be considered for office? _____

32. The vote needed to carry a motion to “lay on the table” is _____ .

33. What parliamentary procedure term means to refer to a committee? _____ .

34. What is the official parliamentary procedure reference for FBLA PBL? _____
_____ .

35. T F Nominations do not require a second.

36. T F A question laid on the table may be taken from the table during the same meeting.

37. T F The members of a standing committee are expected to serve for a term corresponding to that of the officers.

- 38. T F No appeal can be made from the chair’s response to a parliamentary inquiry.

- 39. T F A majority vote of the voting delegates present and voting at the National Leadership Conference is required for adoption of amendments to the bylaws.

Arrange the following agenda items into the correct order for a business meeting

- | | |
|---------------------|--------------------------------------|
| New Business | Announcements |
| Adjournment | Approval of Previous Meeting Minutes |
| Call to Order | Standing committee Reports |
| Roll Call | Officer’s Reports |
| Unfinished Business | Special Committee Reports |

- I. _____

- II. _____

- III. _____

- IV. _____

- V. _____

- VI. _____

- VII. _____

- VIII. _____

- IX. _____

- X. _____

**NORTH CAROLINA FUTURE BUSINESS LEADERS OF AMERICA
STATE OFFICERS CODE OF CONDUCT**

State officers serve as ambassadors for the association and their conduct and deportment are critical to the success of their mission. State officers are expected to abide by the code.

State officers who violate or ignore any portion of the Code subject themselves to:

- A. Being removed from the FBLA conference and/or activity and sent home at their own expense by their local/state chapter adviser.
- B. Have any honors or offices cancelled and withdrawn.

CODE OF CONDUCT

- 1. State officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the FBLA organization.
- 2. State officers shall fully participate in all appropriate activities, conferences, workshops, business meetings, etc. for which they have responsibility.
- 3. State officers shall abide by the North Carolina FBLA Dress Code.
- 4. State officers shall be willing to take and follow instructions as directed by those responsible for them.
- 5. State officers shall avoid places and actions which in any way could raise questions as to moral character or conduct.
- 6. State officers shall treat all members equally.
- 7. State officers participating in FBLA assignments shall not damage or deface property. Damages to any property or furnishings in hotel rooms, private accommodations and/or buildings will be paid for by the officers at their own expense.
- 8. State officers shall communicate any circumstances which prevent carrying out predetermined plans at assigned conferences to their local or state adviser.
- 9. State officers are not permitted to wear any campaign materials at the State Leadership Conference, nor are they allowed to campaign for a candidate or serve as a campaign manager, except when campaigning for oneself.
- 10. State officers must adhere to all set curfews.

As a state officer, I **agree** that I will abide by the above prescribed code of conduct.

Student

Date

Parent

Adviser