



North Carolina Future Business Leaders of America

**Officer Candidate Guide
2024-2025 Edition**

Created: June 2005

Revisions:

June 2006

July 2011

September 2011

May 2012

May 2013

April 2014

June 2015

May 2016

June 2017

July 2018

September 2018

July 2019

June 2020

July 2021

August 2022

August 2023

October 2024

It is the policy of the Department of Public Instruction not to discriminate in its educational programs and activities with regards to race, color, age, gender, or disability.

NORTH CAROLINA FUTURE BUSINESS LEADERS OF AMERICA OFFICER CANDIDATE GUIDE

TABLE OF CONTENTS

INTRODUCTION	4
QUALIFICATIONS & PROCEDURES FOR STATE OFFICER CANDIDATES.....	5
RESPONSIBILITIES OF STATE OFFICERS	7
DUTIES OF NC FBLA OFFICERS	9
GENERAL ADVISER INFORMATION.....	11
FINANCIAL PROVISIONS.....	12
ELECTIONS - RULES AND REGULATIONS	13
APPLICATION PACKET.....	1
STATE OFFICERS CODE OF CONDUCT	6
SANCTIONS	7

Introduction

August 2024

This guide is for **you** - the person who plans to run for a state officer position within the NC Future Business Leaders of America Association. Each section of this guide explains the procedures, expectations, and duties of each office and the officer team.

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 and will involve a great deal of hard work. 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, and you will undoubtedly grow both professionally and personally.

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 miss several days of school during their term of office.

Your local adviser will need to approve and sign your application for office and serve 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!!

QUALIFICATIONS & PROCEDURES FOR STATE OFFICER CANDIDATES

NCFBLA State Officers must have the following qualifications:

- A. Be an ACTIVE member in good standing in the FBLA Chapter at the school in which they are enrolled.
- B. Must have taken or be enrolled in at least one NC CTE course that falls within the BFM or CSITT program areas.
- C. Have at least one full school year remaining at the secondary level.
- D. Must have a letter of recommendation from local adviser and a member of the school administration (Principal, Assistant Principal, or Dean of Students)
- E. Must have a minimum of a 2.5 GPA (this GPA must be maintained throughout the term if elected)
- F. Must submit the completed application by the deadline set by the NCFBLA Board of Directors.
- G. Must have previously held a position of leadership (officer or committee lead) within their local NCFBLA chapter.
- H. Officers must have reliable transportation to and from all mandatory FBLA events:

Event	Location	Dates
Officer Training Weekend	Greensboro, NC	May 16-18 2025
National Leadership Conference	Anaheim, CA	June 29-July 2, 2025
NCCTE Summer Conference	Winston-Salem, NC	July 14-18, 2025
Fall Board Meeting	TBD	Late September/Early October
NCFBLA Kickstarter Workshops (each officer must attend one)	TBD	Late September/Early October
National Fall Leadership Conference (or comparable professional development event)	TBA	Early November
Regional Leadership Conference (VPs must attend their RLC + one additional RLC. President and Parliamentarian must attend two RLCs)	Various	December-January
Winter Board Meeting/SLC Planning Meeting	Greensboro, NC	January/February
State Leadership Conference	Greensboro, NC	March 2026

Other considerations for state officers:

- A school may have no more than one (1) candidate for an office.
- Each region may put forward only one (1) presidential candidate each year. If more than one candidate from a region applies for President, the screening process will determine the single Presidential candidate from that region based on their score.

Application Procedures

There are four phases for all officer candidates:

1. Application Packet
2. Screening Interview with Selection Committee
3. Knowledge Test
4. Election Process

Phase 1 Application Packet: Candidates for all positions must submit the Application Packet (Appendix A) to the state adviser to be received by **November 15**.

1. Officer Candidate Application (**2 pages**)
2. Transcript (official or unofficial) with BFM & CSITT classes highlighted or underlined in red
3. One-page Résumé highlighting qualifications and accomplishments
4. Recommendation letter from local chapter adviser
5. Recommendation letter from school administration
6. Statement of Parental Permission (signed)
7. Social Media and Website Use Agreement (signed)
8. NC FBLA State Officers' Code of Conduct (signed)
9. Operating Policies and Procedures form (signed)
10. Sanctions form (signed)

Phase 2 Screening Interview: All candidates will participate in a virtual screening interview prior to the State Leadership Conference. The Screening Committee will be composed of a panel of former state officers, members of the NCFBLA Executive Board, the NCFBLA State Adviser and other members representing the NCFBLA Association. Candidates can expect a series of questions that will help the committee understand how the candidate will fulfill their duties in the position they are seeking. The Screening Committee will determine which candidates will make it to the next phase.

Phase 3 Knowledge Test: At the State Leadership Conference, all approved candidates for the President and Regional Vice-President positions will take a 50-question test comprised of multiple-choice questions about FBLA. Candidates seeking the Parliamentarian position will take the Parliamentarian Test. To maintain eligibility, candidates must score at least 60% on the FBLA Knowledge Test.

Phase 4 Election Process: Candidates for vice-president shall be elected from the region they are to represent. Candidates for President will be elected by voting delegates from the entire state. The State Parliamentarian shall be selected based on the parliamentary procedure test score and the score received from the screening committee.

RESPONSIBILITIES OF STATE OFFICERS

As a state officer you are a member of the NC FBLA Executive Board. The officer team plays a vital role in planning projects, workshops, and conferences. Your 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 officers shall:

- Prepare and present workshops as required for the Career Technical Education Summer Conference, 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.
- Maintain a positive image on all social media and web-based outlets.

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

State officers must secure the required attire. This includes:

- Black blazer
- Black dress slacks or dress skirt
- Khaki slacks/skirts
- Black dress shoes (flats or heels less than 2")
- White oxford shirt (males)
- Plain white short-sleeve blouse (females)

Additional clothing items will be discussed at State Officer Training and may be required based on group consensus.

Official FBLA accessories including a uniform polo shirt, tie or scarf, and blazer

patch will be provided 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 all required forms to the state adviser.

Additional responsibilities:

- 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 NC FBLA State President to preside over all State Officer Team meetings at which time plans will be made for the NC FBLA State Leadership Conference, various state projects, and the National 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. They will serve as Voting Delegate at the National Leadership Conference during their term. At each Board Meeting, the President will present a report on the officers' program of work and status of goals for the year. The President shall be a model representative for FBLA public relations. They are expected to make presentations before both student and adult organizations. They will have extensive in-state travel and will be expected to have reliable transportation throughout their term. The President should be a leader, not a boss, and should delegate tasks appropriately to the Vice Presidents.

Section 2. Regional Vice-Presidents

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 NC FBLA Executive Board 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 NC FBLA Executive Board. The Vice-Presidents shall carry out specific duties as may be assigned by these bylaws, the President, or State Adviser.

Each Regional VP will be responsible for planning and executing their Regional Leadership Conference (RLC) in cooperation with their adviser and Regional Board Member. The Regional Leadership Conference handbook will be provided to each Regional Adviser and VP.

Regional VPs are elected to serve and represent their region. It is their responsibility to maintain regular communication with chapters, recruit new chapters, support regional and local initiatives, visit chapters throughout their region (in-person or virtually), and ensure their region has proper representation at state and national FBLA events.

Section 3 Parliamentarian

The Parliamentarian shall be thoroughly familiar with parliamentary procedure and have sufficient knowledge to rule on all points of order during meetings of the association. The Parliamentarian should have a copy of the state and national constitutions and bylaws and a copy of the latest edition of Robert's Rules of Order, Newly Revised, on hand always.

The Parliamentarian is expected to keep an accurate record of all State Officer meetings and maintain Robert's Rules of Order for each meeting. The Parliamentarian will provide reports to the Board if the President is unable to do so. A program of work specific to the Parliamentarian's duties will be outlined at the beginning of the term.

GENERAL ADVISER INFORMATION

From the moment a student considers running until his/her term of office ends, their 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 a mentor during the officer's term. 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 recommendation on the application shows their support to the officer and organization.**

Advisers shall:

- The adviser for each vice president shall be responsible for planning for the Regional Leadership Conference alongside the Vice President.
- Accept responsibility for assisting officers. Secure the endorsement and support of parents, school officials, and employers, if applicable.
- Be prepared to devote space and personal time to your state officer. Helping your officer get organized is important. They must learn to budget time and keep materials readily available.
- Be informed about state programs, priorities, and critical issues so ideas and counsel may be given to your officer. Do not 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 should review all workshop/speech content and materials, and make sure that the officer practices the workshop/speech before an appearance.

FINANCIAL PROVISIONS

The state office will cover travel, food, 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 and uniform polo shirts will be provided for newly elected state officers.

ELECTIONS - Rules and Regulations

1. There shall be no campaigning before the officer candidate completes the screening process at the State Leadership Conference (SLC). Official candidates will be announced at the Opening Session.
2. The candidate must be accompanied to the Officer Candidates' Briefing Meeting at SLC by their local chapter adviser.
3. During the Officer Candidates' Briefing at SLC, the 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 candidates spend no more than \$150.00 on their campaign. A copy of the financial statement template will be provided to all candidates.
4. Candidates must submit the items below, if used in the campaign, to the screening committee during the Officer Candidates' Briefing at SLC:
 - One each of their campaign items, properly labeled with the name of the candidate and office sought. Community relation items such as literature, buttons, and bumper stickers do not need to be labeled.
 - Copies of printed materials that give reference to the candidate or the office sought.
 - Copies of their speech and the campaign manager's speech.
 - 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 officer candidate.
5. No monies, alcohol, drugs or banned substances, tobacco, matches, lighters, or helium-filled balloons may be used or distributed. Food and other consumable products are strongly discouraged out of precaution for allergies and other sensitivities. Using such items may result in the immediate disqualification for office. Any item to be distributed must be approved by the officer screening committee.
6. Approved banners, posters and 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.
7. Candidates and campaign managers must wear their conference name badges at all times.
8. All campaign activities should reflect the business and professional image of NC FBLA and FBLA.
9. During SLC, no caucusing or campaigning is allowed after 11 p.m. No caucusing or campaigning is allowed on sleeping room floors at any time.
10. Caucusing will be done before chapter delegates grouped according to region. The current vice president shall serve as moderator to monitor time and questions. Candidates may give a 4-minute speech and in addition there will be 5 minutes for questions and answers. No campaigning is

- permitted after the regional rally.
11. The candidates for president will deliver their campaign speeches at the opening general session at State Leader Conference via pre-recorded videos. These videos must not exceed 2 minutes and may not contain elaborate special effects, heavy editing, or unprofessional graphics. The Presidential candidates will answer impromptu 'fishbowl' questions on stage at the opening session.
 12. The vice-president candidates will be introduced during the Opening Session at SLC. The vice-president campaign speeches are delivered in the respective regional rallies during the State Leadership Conference.
 13. Elections for President and Vice President will take place during the voting delegates' session.

Violations of these regulations may disqualify a candidate.

NCFBLA Officer Application Packet

Each prospective candidate must complete this entire application. A physical copy must be mailed to the address below **and** an electronic copy should be sent via email to:

NCFBLAStateAdviser@gmail.com. All materials must be received by **November 15, 2024**

NC FBLA
Attn: Ashleigh Wagoner
P. O. Box 693
Rolesville, NC 27571

State Office Applying For			
Full Name:			
School/Chapter:			
NC FBLA Region:		Current Grade:	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11
Home Address:			
Street:			
City:			
Zip Code:			
Birthdate:			
Personal Email Address:			
Cell Phone Number:			
Place of Employment (if employed):			
Position Held:			
Name of Campaign Manager:			
Adviser's Name:		Adviser Phone Number:	
Adviser Email Address:			
Number of Years as an FBLA Member:			
Position(s) held in FBLA:			
Describe your experience and accomplishments within FBLA:			

If elected, what would your primary goals be for the 2025-2026 FBLA year?

What are your interests and hobbies beyond FBLA?

How would you briefly describe yourself to someone you just met?

What are your personal and professional goals?

Officer Candidate Application

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

IF ELECTED:

The candidate agrees to:

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

The parents and employer agree to:

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

The adviser and school administrator agree to:

- Permit the candidate to participate in all required NCFBLA activities.
- Recommend for state office **only** those candidates who are qualified.
- Ensure the candidate's attendance at all NC FBLA activities.
- The local FBLA Chapter and/or local education agency must reimburse NC FBLA if a candidate fails to participate in NLC or NFLC once airline tickets or hotel costs are secured for state officer.
- Adviser must accompany state officer candidate to SLC and remain onsite at all times.
- Ensure that all campaign activities reflect the professional image of NC FBLA and FBLA, Inc.

Signed:

Candidate Name

Signature

Parent Name

Signature

Adviser Name

Signature

Employer Name

Signature

School Official Name & Title

Signature

PARENTAL PERMISSION

I understand that my child is an applicant for an FBLA Officer position in North Carolina Future Business Leaders of America. If elected, there are certain duties, including travel, which they are required to perform. I have discussed this requirement with my child and have read through the State Officer Guide completely. I fully understand the requirements and expectations and they have my support in this endeavor.

Parent Name: _____

Parent's Signature: _____

Best Contact Number: _____

Email Address: _____

NC FBLA Social Media and Website Use Agreement

As the state office emphasizes social media as a communication tool to the chapters and members of NC FBLA, all state officers are required to use social media outlets and must exhibit caution in what they post on all sites. This document is not an exhaustive set of rules; rather, it is a set of guidelines of how to approach social media. Publication and commentary on social media carry similar obligations to any other kind of publication or commentary. All uses of social media must follow the same ethical standards that NC FBLA state officers must otherwise follow. **As a state officer, you are the model FBLA student. Your online presence must represent that. Failure to follow these guidelines can cause disciplinary action up to dismissal as a state officer.**

All social media accounts for FBLA must be approved by the state adviser.

- Facebook Page: <http://www.facebook.com/pages/North-Carolina-Future-Business-Leaders-of-America>
- Instagram Account: https://www.instagram.com/nc_fbla/
- The president will have access to the accounts and will be the primary account manager.
- Each Regional VP will manage their respective regional accounts.
- Any regional news that you wish to publish to the NCFBLA website must be added through the state adviser, or designated board member (Kurt Garner).

Personal Social Media Accounts

You are accountable for the media that is on your social media accounts. This includes data that is obscured by privacy settings but allowed to be viewed by “friends” or “followers”. Since many state officers accept members and advisers’ friend requests, it is imperative that any material posted is professional in nature. When posting to social media, you will need to follow these guidelines:

- Do not use post or report anything containing profanity or derogatory language or unprofessional images or messages.
- Do not post inappropriate viral photos and videos.
- Do not post swimsuit or scantily clad photos as it is unprofessional.
- Do not post anything that suggests lewd, irresponsible, or illegal behaviors.
- Use correct spelling punctuation and if you need to use a spell checker, please do so!
- Do not make negative comments about NC FBLA or FBLA.
- Be conscious that anything that you put online is impossible to take offline.
- As a rule, if you wouldn’t send it in an email to the state adviser, do not put it online.

If you are found in violation of these guidelines, you will be notified with an opportunity to remove the offending material on the first offense.

Please sign the following statement:

As a State Officer, I agree to follow the NC FBLA Social Media Guidelines. I understand that my failure to follow these guidelines may result in my dismissal from the state office.

State Officer _____ Date _____

Parent _____ Date _____

Adviser _____ Date _____

**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.

State Officers shall:

- 1. Behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the FBLA organization.
- 2. Fully participate in all appropriate activities, conferences, workshops, business meetings, etc. for which they have responsibility.
- 3. Abide by the North Carolina FBLA Dress Code.
- 4. Be willing to take and follow instructions as directed by those responsible for them.
- 5. Avoid places and actions which in any way could raise questions as to moral character or conduct. This includes keeping hotel doors open whenever groups of mixed gender students are in a room unsupervised by an adult.
- 6. Treat all members equally and fairly.
- 7. Not damage or deface property. Damage 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. Communicate any circumstances which prevent carrying out predetermined plans at assigned conferences to their local or state adviser.
- 9. Not 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. Maintain a positive social image on all social media outlets and web-based sites.
- 11. Adhere to all set curfews. Curfew means being quiet and in the assigned room at assigned time.
- 12. Not possess or consume any alcoholic beverages or illegal controlled substances of any kind in any form.
- 13. Refrain from the use of tobacco in any form and from all forms of e-cigarettes.
- 14. Not be engaged in any inappropriate or illicit behavior. Whenever
- 15. Understand this code of conduct applies to the entire term of office, not only during times of official FBLA business. If other situations arise that are not covered by this list, state officers shall use their best judgement to act in a way that reflects FBLA and NCFBLA most positively.

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

Student

Date

Parent

Adviser

Sanctions

Anyone may make a bad decision here or there. North Carolina FBLA wants students to learn from any poor choices. Therefore, sanctions assigned to a State Officer are educational in nature. Our goal is for each student to learn from a bad decision and equip themselves with the skills to make better decisions in the future. While some sanctions may be perceived as punitive, the student conduct process seeks to assign sanctions with educational purposes, and sanctions are intended to balance the needs of the individual with the needs of the organization. Sanctions may range from a warning to officer improvement plan or dismissal. There are a variety of sanctions outlined. Any notices will be copied to the Local Chapter Adviser.

- **Warning/Probation.** A notice will be given to the FBLA State Officer and Local Adviser that their actions are inappropriate, and that the individual must act more responsibly in the future. A reprimand also indicates that should the individual be referred a second time, their prior disciplinary history will help determine any future sanctions. Failure to improve performance or instances of repeated violations may result in a period of probation. Probation can include but is not limited to restricted travel, restricted access to posting social media accounts, and restricted communication capabilities with chapter and members.
- **Dismissal.** After review by the State Adviser, a recommendation will be given to the North Carolina FBLA Board of Directors calling for resignation of the State Officer from the FBLA Officer Team. The North Carolina FBLA Board of Directors shall review the recommendation and determine the final sanction. Parents and/or guardians may be notified, and North Carolina FBLA reserves the right to notify law enforcement, if necessary.

As a state officer, I understand that these sanctions may be applied if I am found in violation of the Code of Conduct or of any expectations placed upon me as a State Officer for NCFBLA.

Student

Date

Parent

Adviser