

*FUTURE BUSINESS LEADERS OF AMERICA*

**LOUISIANA  
Secondary Level  
Officer Candidate Guide**

**2018**

**TRAVEL TO TRIUMPH!**



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## RUNNING FOR OFFICE – SECONDARY LEVEL

1. The State Chapter has 11 officers who serve on the Executive Council. Each of the districts elects a District Vice President during the respective district conference meetings. In addition, these four officers are elected during the State Conference: President, Secretary, Treasurer, and Reporter.
2. For the office of PARLIAMENTARIAN, the individual must have completed the Officer Application Form, the Code of Conduct Form, and received the highest score on the Parliamentary Procedure written test administered at the State Conference. This person shall be appointed to that office by the State Chair. This individual shall have at least one year remaining in high school.
3. Students running for District Vice President should complete online the Officer Application and upload a copy of the FBLA Officer Agreement Form and Code of Conduct form to the State Chair **on or before January 12**. This application must be signed by the chapter adviser, school principal, and parent or guardian stating that these individuals are aware of the responsibilities of the office and giving the student their full support.
4. Students running for the office of President, Secretary, Treasurer, Reporter, or Parliamentarian should complete online the Officer Application and upload a copy of the FBLA Officer Agreement Form and Code of Conduct form to the State Chair **on or before March 11**. This application must be signed by the chapter adviser, school principal, and parent or guardian stating that these individuals are aware of the responsibilities of the office and giving the student their full support.
5. No two secondary level state officers shall be elected from the same local chapter.
6. Officer Applications must be completed online along with the FBLA Officer Agreement Form and Code of Conduct Form uploaded with the application. The officer application Agreement Form and Code of Conduct Form will not be accepted by e-mail or fax.
7. All candidates must have at least one complete year of school left before they will graduate. Candidates must have a 2.5 average to run and must maintain a 2.5 average while serving as an officer.
8. At each conference, a campaign table will be provided in the designated campaign area. Campaign materials can consist of business/campaign cards in assorted sizes, pamphlets or flyers on 8 ½ x 11" or 8 ½ x 14" size paper, yard or campaign size posters.  
**CAMPAIGN BUTTONS OR RIBBONS HANDED OUT MUST BE WORN BY MEMBERS. NO CAMPAIGN MATERIAL CAN BE PINNED OR STUCK TO ANY WALL, CURTAIN, DOOR, OR ANY OTHER OBJECT. NO OTHER HANDOUTS SUCH AS CANDY, HATS, CUPS, RULERS, ETC. MAY BE GIVEN OUT.** Those assisting with the campaign booth, however, may dress in order to meet a candidate's campaign theme but must remain in the designated campaign room. This is for the purpose of focusing attention on the candidate's qualifications rather than their campaign materials.

## 9. **NO STICKERS OF ANY KIND CAN BE WORN OR HANDED OUT!!!**

10. **No campaigning of any shape, form, or fashion will be permitted before the opening session of the State Leadership Conference.**
11. *No communication regarding a member's candidacy can occur before the District Conference or prior to the State Leadership Conference. This prohibition includes any e-mails, mailouts, or any other forms of communication. This prohibition also includes simply informing others of one's candidacy or asking advice from anyone (including present or former state officers) on how to conduct a campaign unless this occurs with members or officers of the candidate's OWN LOCAL CHAPTER. No communication (regarding one's candidacy) outside the candidate's local chapter is permitted before the District Conference or prior to the State Leadership Conference.*
12. Failure to follow the rules concerning campaigning can result in the disqualification of the candidate.
13. **Officers shall attend all Executive Council meetings, Fall Adviser In-Service, district conferences, state conferences, and the officer training sessions.**
14. Officers and advisers travel at their own expense and seek reimbursement from the state adviser. Travel to their own district conference and the state conference are not reimbursable.
15. Officers are eligible to participate in the competitive events.
16. Advisers must be willing and able to assist state officers in numerous ways. Serious thought and consideration should be given to the responsibilities and obligations of being a state officer and serving as adviser to an officer.
17. Officers must be accompanied by an adviser or parent when traveling. Any exception to this rule must be approved by the state chair prior to the travel.
18. Abuse of travel privileges, failure to maintain grades and/or misconduct while serving as an officer will result in the removal of the officer from the Executive Council.
19. **Each officer is responsible for obtaining EIGHT (8) plaque donations in the amount of \$35.00 each for the state conference awards. The donations should be submitted to state adviser no later than Officer Training – June 8. Checks should be made payable to Louisiana FBLA, Inc. Officers may obtain more than EIGHT (8) donations.**

## LOUISIANA FBLA SECONDARY OFFICER CODE OF CONDUCT

**General Instructions**—Each candidate for a district or state office must complete this form and upload it with the FBLA Officer Agreement Form to the State Adviser and the online officer application. Applications for District VP must be submitted online **on or before January 12**. Applications for President, Secretary, Treasurer, Reporter, and Parliamentarian must be submitted online **on or before March 11**.

### **State Officers who violate or ignore any of the following subject themselves to:**

- Removal from the FBLA conference and/or activity and sent home at their own expense.
  - Forfeiture of any honors or offices.
1. State officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the FBLA association.
  2. State officers shall fully participate in all appropriate activities, conferences, workshops, business meetings, etc. for which they have responsibility.
  3. State officers shall dress appropriately. An official state officer uniform will be approved by the state adviser and will be purchased by the officer.
  4. State officers representing Louisiana FBLA in official capacity must wear their official state officer uniform.
  5. State officers shall be willing to take and follow instructions as directed by those responsible for them.
  6. State officers shall avoid places and actions, which in any way could raise questions as to moral character or conduct including Social Media.
  7. State officers shall treat all members equally.
  8. 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 state officers at their own expense.
  9. State officers shall communicate any inappropriate behavior or activity to conference personnel or to the state chair.
  10. State officers are not permitted to wear any campaign materials, to campaign for a candidate, or to serve as a campaign manager, except when campaigning for oneself.
  11. State officers shall not violate any state or federal laws.
  12. Abuse of travel privileges, failure to maintain grades and/or misconduct while serving as an officer will result in the removal of the officer from the Executive Council.

I have read and understand the FBLA Officers Code of Conduct.

As a candidate for office, I agree that if elected I will adhere to the state and local officer rules and regulations. I will also abide by the above code of conduct.

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

\_\_\_\_\_  
Signature of Applicant                      Date

\_\_\_\_\_  
Signature of Parent      Date

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



# LOUISIANA FBLA SECONDARY OFFICER AGREEMENT FORM

676 Kerrel Vidrine Road, Ville Platte, Louisiana 70586

Phone: 337-351-5337 E-mail Address: [stateadviser@lafbla.org](mailto:stateadviser@lafbla.org)

**General Instructions**—Each candidate for a district or state office must complete this form and upload it with the FBLA Officer Code of Conduct Form to the State Adviser and the online officer application. Applications for District VP must be submitted online **on or before January 12**. Applications for President, Secretary, Treasurer, Reporter, and Parliamentarian must be submitted online **on or before March 11**.

- The applicant agrees to attend all required official functions of the Executive Council which include but are not limited to State Officer Training, all Executive Council meetings set by the state adviser, Fall Adviser In-Service, all District Conferences, the State Fall Leadership Conference, and the State Leadership Conference. Anyone signing this application agrees to abide by all rules/guidelines of the Louisiana Officer Candidate Guide.
- If elected, the applicant whose signature appears below will receive the support of the school, principal, chapter, and adviser in the fulfillment of the duties of the office sought.

_____ Signature of Applicant	_____ Date
_____ Signature of Adviser	_____ Date
_____ Signature of Principal	_____ Date
_____ Signature of Parent	_____ Date

## Other Secondary Level State Officer Information

- All state officers must attend the State Officer Training held in June prior to the National Leadership Conference. The state officer's local chapter adviser **MUST** attend "officer training." Officer training for 2018 is scheduled for June 8-10, 2017.
- All state officers are responsible for purchasing a uniform approved by the State Adviser. The approximate cost of the uniform is \$200. The decision on where to order uniform attire will be made at the first executive council meeting in April. The uniform consists of:
  - Boys:
    - a navy blazer (ordered from the FBLA Marketplace) that comes with the FBLA-PBL Patch
    - khaki pants
    - brown dress shoes
    - brown dress belt
    - white and lt. blue oxford shirts
    - Blue FBLA Tie and Red FBLA Tie (Optional - Bow Tie) (ordered from the FBLA Marketplace)
    - brown dress socks
  - Girls:
    - a navy blazer (ordered from the FBLA Marketplace) that comes with the FBLA-PBL Patch
    - khaki skirt (ordered from the FBLA Marketplace)
    - navy dress shoes (closed toe and back)
    - nude stockings
    - white and red shell blouse
    - khaki pants (to be worn with officer polo provided by Louisiana FBLA for business casual dress attire when deemed necessary)
- Officers **MUST** dress in the full officer uniform when attending any event related to FBLA-PBL, Inc.; and Louisiana FBLA. Any deviation from this requirement must be approved by the State Adviser.
- The Louisiana FBLA State President **MUST** attend the FBLA National Leadership Conference. The State President will receive financial assistance from the Louisiana FBLA State Chapter in order to attend the NLC. Financial assistance will be sent to the local chapter following the NLC and provided that the state president fulfilled his/her state president duties while attending the NLC. The state president will check in with the state chair and/or the state adviser at the required duties of the state president.

- Candidates for the office of District Vice President, their adviser(s), and campaign manager MUST meet with members of the Louisiana FBLA State Committee 30 minutes prior to the opening session of the district conference. Candidates will be informed of the specific time and conference room after their application for state office has been received by the State Adviser. At this meeting, a sample of each campaign item should be submitted to the State Adviser/Chair in a manila envelope with the candidate's name and school on the front of the envelope.
- Candidates for the office of President, Secretary, Treasurer, Reporter, and Parliamentarian, their adviser(s), and campaign manager MUST meet with members of the Louisiana FBLA State Committee on March 25, 2017, at the State Leadership Conference. Candidates will be informed of the specific time and conference room after their application for state office has been received by the State Adviser. Be advised that the times for these interviews will be between 10:00 am and 1:00 pm. At this meeting, a sample of each campaign item should be submitted to the State Adviser/Chair in a manila envelope with the candidate's name and school on the front of the envelope along with the candidate's campaign speech.
- All candidates will give their speeches (not to exceed two minutes) at the OPENING GENERAL SESSION. NO nominating speeches will be made. Speeches must be presented by the individual candidate. No other individual may assist in the delivery of the campaign speech. **Candidates dressed in business attire must deliver the speech at the designated lectern on stage.**
- Immediately following the candidate speeches, candidates for the office of reporter, treasurer, secretary, and president will answer questions from the stage in that order. Voting delegates and members will have the opportunity to ask questions from a microphone positioned on the auditorium floor. There will be a maximum of 5 minutes of questions and answers for each respective office.
- Candidates will receive campaign table assignments at the candidates' interview. Candidates will set up their campaign booths from 8:30 to 10:00 p.m. at the state conference. Candidates will set up their campaign booths from 7:00 to 8:00 a.m. at the district conference.
- State officer candidates should make sure that they store or take to their room items of high value when they are not in use at the booth. Louisiana FBLA, Inc. is not responsible for any items in your campaign booths.
- Signs or campaign posters must not be displayed outside the campaign area except before the start of the Opening General Session, but delegates must carry them. Delegates with signs should take special care with these signs and should not hold them up once the session has convened.



- Please be courteous! During the OPENING GENERAL SESSION, chapters should lower their signs. Advisers, please monitor chapters. Campaigning must end at the close of the OPENING GENERAL SESSION at the state conference.
- At the district conference, campaign booths should be dismantled an hour before the voting delegates meeting.
- At the state conference, refer to the state conference program for the designated times for the campaign booths.
- If there are any questions regarding the rules for campaigning and elections, consult the STATE ADVISER. Local advisers are responsible for clarifying any rule which may seem unclear.
- Officers are elected and must serve from the school they are attending at the time of election. In the event an officer moves, changes schools, or is faced with significant difficulty, the State Adviser will address the situation.
- Officers, along with their advisers, MUST attend all Executive Council meetings (two or three a year), Fall Adviser In-Service, all seven district conferences, and the state conference. Any deviation from these requirements must be approved by the State Adviser.
- Officers MUST travel with their adviser(s) to any FBLA event unless other arrangements are made and approved by the FBLA State Adviser PRIOR to travel.

## LOUISIANA FBLA TRAVEL EMERGENCY/RELEASE FORM

This form shall be duplicated as needed for *each* attendant to participate with or for FBLA sponsored activities. It should be completed and on file with the local adviser for District and State Conferences; on file with the State Chair/Adviser for National Conferences. This completed form is **MANDATORY** to be eligible for conference participation.

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

School Address and Telephone Number: \_\_\_\_\_

1. \_\_\_\_\_  
Name of FBLA Participant

\_\_\_\_\_  
Address of Participant (Street Address, City, State , ZIP)

\_\_\_\_\_  
Home Telephone Number

2. \_\_\_\_\_  
Name of Parent/Guardian to Contact in Case of Emergency

\_\_\_\_\_  
Address of Parent/Guardian

\_\_\_\_\_  
Telephone Number (Work & Home)

3. \_\_\_\_\_  
Name of Participant's Medical Doctor Telephone Number of Doctor

4. \_\_\_\_\_  
Name of Health Insurance Company/ Address and Telephone Number of Insurance Company

\_\_\_\_\_  
Insurance Policy Number

I hereby give my permission for my son/daughter to participate in FBLA District, State, and National Conference(s). I understand that should an emergency occur, the above person(s) and/or company will be contacted to provide information/assistance for my child. I absolve the local school adviser(s), chaperone(s), and administration and Louisiana FBLA, Inc. of liability.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## FBLA-PBL® NATIONAL DRESS CODE

FBLA-PBL® members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees – advisers, members, and guests – at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for official FBLA-PBL® activities include:

### Males

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

### Females

- Business suit with blouse or
- Business pantsuit with blouse or
- Skirt or dress slacks with blouse or sweater or
- Business dress
- Capris or gauchos with coordinating jacket/suit, worn below the knee
- Dress shoes

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

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

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

*Revised 1/9/2009*