

## FBLA-PBL State Officer General Information

- You are responsible for:
  - White shirt
    - Males: White long sleeved button down collared dress shirt and white tee shirt for under dress shirt
    - Females: White short sleeved scoop necked shirt long enough to stay tucked in
  - Jacket will be provided by the state.
  - Pants will be provided by the state.
  - Belts will be provided by the state
  - Shoes – black
  
  - Attire must be approved by the state committee
- A check made out to Future Business Leaders of America-Indiana Chapter, Inc. must be postmarked by the deadline. The check will be returned if you are not selected.
- **Mandatory Attendance**
  - Officer Training Session in June
  - State Leadership Conference in its entirety
  - Combined CTSO State Officer Training in June or July which is decided by the Coordinating Council
  - SLC Training Session
  - All State Meetings  
(PBL will have their own mandatory schedule)
- Expected to attend:
  - IACTE Recruiting Day
  - IBEA Recruiting Day
  - National Fall Leadership Conference
  - Fall CTSO Activity
  - Legislative Day
  - National Leadership  
(PBL will have their own expected schedule)
- Appropriate Dress for Installation – Business Attire
- Misc. travel expenses are your own. The state will pay for hotel accommodations when traveling for official business. Fall Leadership and State Leadership hotel accommodations are the responsibility of the officer.
- All officers will arrive at SLC on Thursday and be ready to start at the assigned time.
- Each chapter is eligible to have no more than three elected state officers.
- State Parliamentarian is selected by the highest underclassman score on the written parliamentary procedures test, has competed in the performance part of the event with a team, and turned in the officer application by the deadline which includes the officer payment. Each underclass contestant should be prepared to answer the question of accepting the state office on Saturday. Also, he/she should have the appropriate clothing for installation. Only team members that have submitted a complete State Officer Candidate application, by the deadline, will be eligible for the Parliamentarian position.
- The local club chapter adviser is responsible for helping the state officer(s) from his/her club with their responsibilities.

## CAMPAIGN GUIDELINES - INDIANA FBLA-PBL OFFICER ELECTIONS

1. Each chapter may have three (3) elected officers from a chapter. The Parliamentarian is appointed and therefore does not count as an elected office.
2. You will be asked to select three offices you are interested in holding on the officer application.
3. You will campaign to be a state officer in general, not a specific office.
4. The voting delegates will vote whether to accept you as a state officer or not.
5. The office you receive will be selected by the state committee. The committee is not bound by your selections on the application.
6. The state committee will interview each officer candidate prior to the voting session at SLC.
7. The candidate must write his/her speech. Advisers and others are not allowed to write the speech.
8. Your speech, campaign materials, and any discussions should not mention any office in particular. You will campaign only to be a state officer.
  - a. Offices at the state level include the following: President, Executive Vice President, Vice President, Secretary, Treasurer, Reporter, Webmaster, and Historian. Parliamentarian is not an elected office.
9. Each chapter may nominate one (1) member from their chapter as a potential candidate for national office. A member may run for both a state office and as the state's national candidate.
10. Each candidate will make a campaign speech at the first general session of the State Leadership Conference. The time limit of the speech will be two minutes. No mention of a particular office may be made.
11. No chanting or props may be used during the campaign speech.
12. A copy of the speech must be emailed to the State Chair by March 1. If any part of the speech is in question, an updated version of the entire speech must be emailed to the state chair by March 5.
13. Any edible campaign items must be individually wrapped. Soft drinks, hot food, and ice cream may not be used as giveaways as the hotel has restrictions.
14. There is a limit of \$50.00 to be spent on campaign materials. Using a monitor, computer, and cabling is not counted in the total. Giveaways, signs, sign board, literature, containers etc. are counted. You must present your receipts at SLC registration in an envelope marked with your name, chapter, and contact phone number. If you or your chapter already owns any of the items, you must list the item and its fair market cost on a sheet of paper and include it in the envelope. Those items will count in the \$50 limit.
15. All campaign materials should be properly marked with the candidate's name. However, small items do not have to be marked if they are in a container that is properly marked with the candidate's name.
16. No stickers are allowed to be part of any campaign.
17. Nothing may be affixed to any part of the hotel property.
18. No loose glitter or confetti may be used.
19. Campaign booth space will be assigned by the State Chair or his/her designee.
20. Campaign booths must be dismantled at the conclusion of campaigning.
21. Each candidate is responsible for cleaning his/her campaign area.
22. Only the candidate, chapter members, or chapter Adviser may man the campaign booth.
23. No campaign materials may be displayed or distributed prior to the first general session.
24. No abusive language is to be used on campaign materials. Be sure proper grammar and spelling are used.
25. Electricity may not be used in the campaign booths without prior permission from the State Chair. There may be a cost involved. A candidate must request electric, in writing to the State Chair, by the third Friday in February. Only an email will be accepted, [jjerkzak@indianafblapbl.org](mailto:jjerkzak@indianafblapbl.org). The candidate is responsible for providing his/her own extension cord, which must be UL approved and grounded, i.e. three prong plugs.
26. Any campaign materials not approved by the screening committee may not be used.
27. Any materials in question need to be rescreened by 9:00 a.m. Saturday morning or they will not be allowed.
28. Officer candidates will meet for the screening of campaign materials and their booth set-up on Friday. The exact time and location will be in the SLC program. Candidates must set-up their campaign booth in its entirety.
29. No changes may be made once the booth and its contents have been approved. (Pictures will be taken)
30. Campaign booths need to be set up Saturday morning, please consult the SLC program for exact times. Booth locations will be predetermined. Campaigning may begin after the first general session.
31. Each officer candidate will attend a meeting with voting delegates. Please consult your SLC guide for location and time.
32. The use of message boards, the Internet, social media, or any other electronic communication devices to campaign is prohibited. No campaigning, of any type, will be allowed prior to the first general session of SLC.

\*\*The adviser and the candidate are responsible for the adherence to these rules.

Any violations will be handled as follows:

First Violation: Warning

Second Violation: Candidate dropped from election

## State Officer Qualifications

### Qualifications.

- a. All state officers shall be active members of a local chapter. Nominees for state office should not be graduated from school before the end of the regular school term of the year during which they will serve in office.
- b. All candidates and their campaign materials shall be screened before officially becoming candidates for their respective offices. A screening committee shall be appointed by the State Chairman. Only those candidates certified by the committee are eligible.
- c. The officers shall be elected by a simple majority vote of the official delegates present at a regular State Leadership Conference. Each chapter in good standing is entitled to name two official delegates, such delegates to be paid-up members of their local chapter.
- d. Candidates for Secretary must possess the ability to take notes and produce minutes.
- e. Candidates for Treasurer must have completed, or will complete, one semester of financial literacy or financial class along with some type of computer applications or similar technology class prior to the start of the National Leadership Conference immediately following the State Leadership Conference at which they were a candidate for the office.

FBLA-PBL 2019-2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June Training – T - Shirt & Bio Deadline	Program of Work					
	July 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 Website Updated Social Media Updated	30	31	August 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29 Website Updated Social Media Updated	30 Submit Agenda for approval	31
September 1	2 Labor Day	3	4	5 Email Agenda	6	7
8 State Officer Meeting Deadline for one comp event sponsor money in hand	9 Deadline for Fall Conference Activities	10	11	12	13 Minutes check	14
15	16 Minutes distributed	17	18	19 IACTE Conf Adviser Training  Officers arrive 7 p.m.	20 IACTE Conf Officers man booth at conference Depart approx 3:00	21
22	23 Fall Newsletter submitted for review	24	25	26	27	28 Website Updated Social Media Updated
29 Fall Newsletter released	30 Submit Agenda for approval	October 1	2 Officer Webinar	3 Email Agenda	4	5
6 State Officer Meeting Deadline two comp event sponsors money in hand and one level sponsor	7 Practice Fall Conference Activities	8	9	10	11 Minutes check	12

October 13	14 Minutes distributed	15	16	17	18	19
20	21	22	23	24	25	26 Complete Future BAA
27	28	29 Website Updated Social Media Updated	30	31	November 1	2
3	4 Submit Agenda for approval	5	6 Officer Webinar	7 Email Agenda	8	9
10 State Officer Meeting Deadline for one comp event sponsor money in hand	11 Deadline for SLC Social Event activities and theme, record SLC recruitment	12 Fall Pacers Conference	13	14 Minutes Check	15 IBEA Conference Man booth	16
17	18 Minutes distributed	19	20	21 Website Updated Social Media Updated	22	23
24	25 Complete Business BAA	26	27	28 Thanksgiving	29	30
December 1	2 Submit Agenda for approval	3	4 Officer Webinar	5 Email Agenda	6	7
8 Online State Officer Meeting One level sponsor	9 Deadline for Officer Workshop activities	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29 Website Updated Social Media Updated	30	31	January 1	2	3	4
5	6 Submit Agenda for approval	7	8 Winter Newsletter submitted for review	9 Email Agenda	10	11

January 12 State Officer Meeting Deadline two comp event sponsor money in hand and one level sponsor money in hand	13 Practice Workshop Activities Winter Newsletter released	14	15 Officer Webinar	16	17 Minutes check	18
19	20 Minutes distributed	21	22	23	24	25
26 Complete Leader BAA Snow date for meeting	27	28	29 Website Updated Social Media Updated	30	31	February 1
2	3 Submit Agenda for approval	4	5 Officer Webinar	6 Email Agenda	7	8
9 State Officer Meeting	10	11	12	13	14 Minutes check	15
16 Snow date for meeting	17 Minutes distributed	18	19	20	21	22
23 State Officer SLC Training w/ SLC Officer Coordinator	24 Complete America Level	25	26 Website Updated Social Media Updated	27	28	29
March 1 Snow date for training	2	3	4 Officer Webinar	5	6	7
8	9	10	11	12 Officers arrive Meeting 7:00	13 SLC	14 SLC
15 SLC	16	17	18	19	20	21
22	23	24	25	26	27	28 Website Updated Social Media Updated
29	30	31	April 1	2	3	4
5	6	7 Newsletter submitted for review	8	9	10	11
12 Spring Newsletter released	13	14	15	16	17	18

<b>April 19</b>	20	21	22	23	24	25
26	27 Website Updated	28	29	30	<b>May 1</b>	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 Website Updated Social Media Updated	29	30
31	<b>June 1</b>	2	3	4	5	6
7	8	9	10 Tentative St Officer Training	11 Tentative St Officer Training	12	13
14	15	16	17	18	19	20
21	22	23	24 PBL NLC	25 PBL NLC	26 PBL NLC	27 PBL NLC  Website Updated Social Media Updated
28	29 FBLA NLC	30 FBLA NLC	<b>July 1</b> FBLA NLC	2 FBLA NLC	3	4

## DUTIES

### Duties of President

1. Preside at all executive council meetings.
2. Serve as state voting delegate at the National Leadership Conference.
3. Preside at the State Leadership Conference.
4. Send a copy of state meeting agendas to State Adviser for approval before each state meeting.
5. Send state meeting agenda to state officers and state committee members before each state meeting.
6. Supervise and/or attend any state projects and/or programs sponsored by the state chapter.
7. Secure required number of competitive event sponsors.
8. Secure required number of level sponsors.
9. Write all required thank you notes.
10. Attend Officer Training, State Leadership Conference, Chapter Leadership Conference, National Fall Leadership Conference, and National Leadership Conference.
11. Keep in contact with local chapters.
12. Visit potential Indiana FBLA-PBL chapters.
13. Visit local contact chapters.
14. Promote FBLA-PBL to:
  - a. Business and industry
  - b. Schools
15. Perform any other duties as assigned by the state committee.
16. Attend the Friday officer candidate screening.

### Duties of Executive Vice President

1. Attend all executive council meetings.
2. Serve as state voting delegate at the National Leadership Conference.
3. Supervise and/or attend any state projects and/or programs sponsored by the state chapter.
4. Secure required number of competitive event sponsors.
5. Secure required number of level sponsors.
6. Write all required thank you notes.
7. Attend Officer Training, State Leadership Conference, Chapter Leadership Conference, National Fall Leadership Conference, and National Leadership Conference.
8. Keep in contact with local chapters.
9. Visit potential Indiana FBLA-PBL chapters.
10. Visit local contact chapters.
11. Promote FBLA-PBL to:
  - a. Business and industry
  - b. Schools
12. Perform any other duties as assigned by the state committee.
13. Attend the Friday officer candidate screening.

### Duties of Vice President

1. Supervise and/or attend any state projects and/or programs sponsored by the state chapter.
2. Attend Officer Training, State Leadership Conference, Chapter Leadership Conference, National Fall Leadership Conference, and National Leadership Conference.
3. Secure required number of competitive event sponsors.
4. Secure required number of level sponsors.
5. Write all required thank you notes.
6. Keep in contact with local chapters.
7. Visit potential Indiana FBLA-PBL chapters.
8. Visit local contact chapters.
9. Promote FBLA-PBL to:
  - a. Business and industry
  - b. Schools
10. Perform any other duties as assigned by the state committee.

### Duties of Secretary

1. Send a copy of the minutes to a State Adviser within five days of state meetings for proofing.
2. Provide each state officer, state committee member, and local chapter with a copy of state meeting minutes within two weeks of meeting.
3. Supervise and/or attend any state projects and/or programs sponsored by the state chapter.
4. Secure required number of competitive event sponsors.
5. Secure required number of level sponsors.
6. Write all required thank you notes.
7. Attend Officer Training, State Leadership Conference, Chapter Leadership Conference, National Fall Leadership Conference, and National Leadership Conference.
8. Keep in contact with local chapters.
9. Visit potential Indiana FBLA-PBL chapters.
10. Visit local contact chapters.
11. Promote FBLA-PBL to:
  - a. Business and industry
  - b. Schools
12. Perform any other duties as assigned by the state committee.

### Duties of Treasurer

1. Keep an accurate record of all receipts and disbursements.
2. Send financial report to State Adviser within five days after state meeting for approval.
3. Provide each state officer, state committee member, and local chapter with financial report within two weeks after state meeting.
4. Supervise and/or attend any state projects and/or programs sponsored by the state chapter.
5. Secure required number of competitive event sponsors.
6. Secure required number of level sponsors.
7. Write all required thank you notes.
8. Attend Officer Training, State Leadership Conference, Chapter Leadership Conference, National Fall Leadership Conference, and National Leadership Conference.
9. Keep in contact with local chapters.
10. Visit potential Indiana FBLA-PBL chapters.
11. Visit local contact chapters.
12. Promote FBLA-PBL to:
  - a. Business and industry
  - b. Schools
13. Perform any other duties as assigned by the state committee.

## Duties of Reporter

1. Publish at least three state newsletters per year.
2. Contact each local chapter for local chapter news for the newsletters.
3. Send a copy of the newsletter to the designated state committee member five to 10 days prior to mailing for proofing.
4. Send newsletter to each state officer, state committee member, and each local chapter.
5. Prepare news releases concerning the state chapter events for release to newspapers located in the home cities of local chapters.
6. Supervise and/or attend any state projects and/or programs sponsored by the state chapter.
7. Secure required number of competitive event sponsors.
8. Secure required number of level sponsors.
9. Write all required thank you notes.
10. Attend Officer Training, State Leadership Conference, Chapter Leadership Conference, National Fall Leadership Conference, and National Leadership Conference.
11. Keep in contact with local chapters.
12. Visit potential Indiana FBLA-PBL chapters.
13. Visit local contact chapters.
14. Promote FBLA-PBL to:
  - a. Business and industry
  - b. Schools
15. Perform any other duties as assigned by the state committee.

## Duties of Historian

1. Take pictures of state members at all state and national functions.
2. Supervise and/or attend any state projects and/or programs sponsored by the state chapter.
3. Secure required number of competitive event sponsors.
4. Secure required number of level sponsors.
5. Write all required thank you notes.
6. Attend Officer Training, State Leadership Conference, Chapter Leadership Conference, National Fall Leadership Conference, and National Leadership Conference.
7. Keep in contact with local chapters.
8. Visit potential Indiana FBLA-PBL chapters.
9. Visit local contact chapters.
10. Promote FBLA-PBL to:
  - a. Business and industry
  - b. Schools
11. Encourage qualified local chapter members to run for state office.
12. Perform any other duties as assigned by the state committee.

## Duties of Parliamentarian

1. Insure that all meetings are conducted according to proper parliamentary rules.
2. Supervise and/or attend any state projects and/or programs sponsored by the state chapter.
3. Secure required number of competitive event sponsors.
4. Secure required number of level sponsors.
5. Write all required thank you notes.
6. Attend Officer Training, State Leadership Conference, Chapter Leadership Conference, National Fall Leadership Conference, and National Leadership Conference.
7. Keep in contact with local chapters.
8. Visit potential Indiana FBLA-PBL chapters.
9. Visit local contact chapters.
10. Promote FBLA-PBL to:
  - a. Business and industry
  - b. Schools
11. Perform any other duties as assigned by the state committee.

### Duties of Webmaster

1. Help update and maintain the Indiana State website.
2. Supervise and/or attend any state projects and/or programs sponsored by the state chapter.
3. Secure required number of competitive event sponsors.
4. Secure required number of level sponsors.
5. Write all required thank you notes.
6. Attend Officer Training, State Leadership Conference, Chapter Leadership Conference, National Fall Leadership Conference, and National Leadership Conference.
7. Keep in contact with local chapters.
8. Visit potential Indiana FBLA-PBL chapters.
9. Visit local contact chapters.
10. Promote FBLA-PBL to:
  - a. Business and industry
  - b. Schools
11. Perform any other duties as assigned by the state committee.

### Duties of Executive Board Members

1. Attend Officer Training, State Leadership Conference, and Chapter Leadership Conference.
2. Secure required number of competitive event sponsors.
3. Secure required number of level sponsors.
4. Keep in contact with local chapters.
5. Visit potential Indiana FBLA-PBL chapters.
6. Visit local contact chapters.
7. Promote FBLA-PBL to:
  - a. Business and industry
  - b. Schools
8. Perform any other duties as assigned by the state committee.