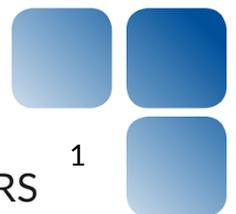


**2022-23**

# STATE OFFICER HANDBOOK

723 Curtis Avenue | Chariton, IA 50049 | [IowaFBLA.org](http://IowaFBLA.org)

 IOWAFBLA |  @IOWAFBLA |  /IAFUTUREBUSINESSLEADERS



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## 2022-23 Important Dates

Item	Date
Application Deadline	February 15 at 5:00 PM
*Officer Test Information Released to Local Adviser	February 17
*Officer Test Deadline	February 22 at 5:00 PM
*Officer Notification of Results	February 25
*Campaign Booth Materials & Speeches Deadline	March 15 at 5:00 PM
^Campaign Speech, Resume & Cover Letter Deadline	March 20 at 5:00 PM
FBLA State Leadership Conference	March 31 - April 2
PBL State Leadership Conference	April 1 - April 2
FBLA Officer Candidate Briefing	March 31 at 4:00 PM
FBLA Opening Session and Campaign Rally	March 31 at 8:30 PM
FBLA Campaign Booths Open	April 1 9:00 AM - 2:00 PM
FBLA Business Session	April 2 at 10:30 AM
PBL Business Session	April 2

\*FBLA Only

^PBL Only

## Who is an Officer?

Being an Iowa FBLA-PBL Officer is a privilege afforded for only those members deserving of the experience. Being an Officer is not about being seen in the public eye or about gaining extra recognition but instead about serving the 1,500+ members of our organization. Being an Officer requires a great deal of work, effort, and sacrifices. In return, officers will be greatly rewarded by discovering an experience unmatched by any other. Officers also have the privilege of receiving many opportunities, training, and experiences that will last a lifetime.

Iowa FBLA-PBL Officers serve as ambassadors for the association and for the state of Iowa. They also serve as representatives of their families, schools, and communities.

# Position Responsibilities

## FBLA Officer Roles

<p>President</p>	<ul style="list-style-type: none"> <li>● Presides at officer meetings and official business meetings</li> <li>● Appoints appropriately needed committees and committee chairpersons</li> <li>● Maintains close communication with the state adviser and other division presidents</li> <li>● Ensures that the tasks required to accomplish the program of work are being performed in a timely manner by the officer team</li> <li>● Performs duties for the promotion and development of local, district, state and national FBLA-PBL</li> <li>● Serves a one year term on the Iowa FBLA-PBL Board as a non voting ex-officio member</li> </ul>
<p>Secretary</p>	<ul style="list-style-type: none"> <li>● Take minutes at all official State Meetings</li> <li>● Take minutes at all State Officer Meetings</li> <li>● Assist in the creation of Newsletters &amp; Scrapbooks</li> <li>● Assist with other State Officer Initiatives</li> </ul>
<p>Treasurer</p>	<ul style="list-style-type: none"> <li>● Serve as a member on the Budget Committee</li> <li>● Updates chapters on State Officer Expenditures</li> <li>● Approve all State Officer Expense reports to be paid by the State Association</li> <li>● Assist with other State Officer Initiatives</li> </ul>
<p>District 1 Vice President</p>	<ul style="list-style-type: none"> <li>● Presides at meetings in absence of the president and would assume that position if it became vacant (2020-21 year only and then every three years)</li> <li>● Responsible for communications with all chapters in district</li> <li>● Assists with planning activities and district leadership conference in specified district</li> <li>● Assists State President with meetings</li> <li>● Helps create president scrapbook with state officer team</li> <li>● Performs other duties as directed by the president or state adviser</li> <li>● Performs duties for the promotion and development of local, district, state and national FBLA-PBL</li> </ul>
<p>District 2 Vice President</p>	<ul style="list-style-type: none"> <li>● Presides at meetings in absence of the president and would assume that position if it became vacant (2021-22 year only and then every three years)</li> <li>● Responsible for communications with all chapters in district</li> <li>● Assists with planning activities and district leadership conference in specified district</li> <li>● Assists State President with meetings</li> <li>● Helps create president scrapbook with state officer team</li> <li>● Performs other duties as directed by the president or state adviser</li> </ul>

	<ul style="list-style-type: none"> <li>● Performs duties for the promotion and development of local, district, state and national FBLA-PBL</li> </ul>
District 3 Vice President	<ul style="list-style-type: none"> <li>● Presides at meetings in absence of the president and would assume that position if it became vacant (2022-23 year only and then every three years)</li> <li>● Responsible for communications with all chapters in district</li> <li>● Assists with planning activities and district leadership conference in specified district</li> <li>● Assists State President with meetings</li> <li>● Helps create president scrapbook with state officer team</li> <li>● Performs other duties as directed by the president or state adviser</li> <li>● Performs duties for the promotion and development of local, district, state and national FBLA-PBL</li> </ul>

### PBL Officer Roles

President	<ul style="list-style-type: none"> <li>● Presides at officer meetings and official business meetings</li> <li>● Appoints appropriately needed committees and committee chairpersons</li> <li>● Maintains close communication with the state adviser and other division presidents</li> <li>● Ensures that the tasks required to accomplish the program of work are being performed in a timely manner by the officer team</li> <li>● Performs duties for the promotion and development of local, district, state and national FBLA-PBL</li> <li>● Serves a one year term on the Iowa FBLA-PBL Board as a non voting ex-officio member</li> </ul>
Vice-President	<ul style="list-style-type: none"> <li>● The Vice President presides at meetings in absence of the president and would assume that position if it became vacant</li> <li>● Promote the national membership programs to chapters</li> <li>● Assists State President with meetings</li> <li>● Helps create president scrapbook with state officer team</li> <li>● Performs other duties as directed by the president or state adviser</li> <li>● Performs duties for the promotion and development of local, district, state and national FBLA-PBL</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>● Records the minutes of the officer meeting and official business meetings</li> <li>● Keeps an accurate record of business brought before the voting delegates at the State Leadership Conference</li> <li>● Assists the Vice President with the creation of communication materials</li> <li>● Assists in creating the membership newsletter</li> <li>● Helps create president scrapbook with state officer team</li> <li>● Performs other duties as directed by the president or state adviser</li> <li>● Performs duties for the promotion and development of local, district, state and national FBLA-PBL</li> </ul>

Treasurer	<ul style="list-style-type: none"> <li>● Presents the proposed budget at the fall conference</li> <li>● Updates membership on state officer expenditures at each conference</li> <li>● Assists state president with organizing state scholarship canvassing</li> <li>● Helps create president scrapbook with state officer team</li> <li>● Performs other duties as directed by the president or state adviser</li> <li>● Performs duties for the promotion and development of local, district, state and national FBLA-PBL</li> </ul>
Historian-Reporter	<ul style="list-style-type: none"> <li>● Shall serve as editor of all state publications that will keep all chapters informed of all local chapter activities</li> <li>● Posts news articles submitted by local chapters to the association website</li> <li>● Capture conference memories through video and pictures</li> <li>● Manages association social media accounts</li> <li>● Performs duties for the promotion and development of local, district, state and national FBLA-PBL</li> </ul>

## Officer Behavior

District and State Officers serve as ambassadors for Iowa FBLA-PBL and their conduct and demeanor are critical to the reputation, visibility, and success of the state chapter. Officers are expected to abide by the following Code of Conduct, as well as the official Code of Ethics and Dress Code, which apply to all members of the association. District and State Officers and candidates should be fully familiar with these codes and should strive not only to meet their standards, but also to serve as role models in their implementation.

## FBLA-PBL Code of Ethics

The Code of Ethics is a standard of conduct that should be ascribed to by all FBLA-PBL members and advisers. As role models, District and State Officers and candidates for District and State Office must conduct themselves according to the Code of Ethics at all times.

- I will be honest and sincere.
- I will approach each task with confidence in my ability to perform my work at a high standard.
- I will willingly accept responsibilities and duties.
- I will seek to profit by my mistakes and to take suggestions and criticisms directed toward the improvement of myself and my work.
- I will abide by the rules and regulations of my school.
- I will exercise initiative and responsibility, and will cooperate with my employer and fellow workers.
- I will dress and act in a manner that will bring respect to me and to my school.
- I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

## National Officer Candidate Information

Individuals interested in running for national office must also follow the same procedures as state officer candidates and meet the qualifications for running for President. The candidate will be voted on just as all state officer positions, and the winning candidate will receive the endorsement of Iowa and the signature of the State Adviser for their national candidate submission materials. All state campaign guidelines must be followed during the officers campaign.

Division Presidents are ineligible to run for a national office position. Candidates can run for state office and for the endorsement to run for national office at the same time.

## State Officer Financial Benefits

### State Officer Uniform

Each Iowa FBLA-PBL State Officer will be required to have the state officer uniform. Several items for the uniform are provided, but certain items are the responsibility of the officer.

Provided	Officer Responsibility
Navy Blazer*	Dress Shoes or Heels
FBLA-PBL Tie (Male)*	State Officer Dress (Female)
FBLA-PBL Polo*	White Shirt (Male)
Name Tag	Belt, if applicable
FBLA-PBL Patch*	Dress Pants (Male)

\*Must be returned at the end of SLC

A \$50 reimbursement will be given to each state officer to assist with the cost of uniform. If the blazer & tie has not been dry-cleaned before being issued, it will be the responsibility of the officer to get them dry cleaned, but can be reimbursed by the state association. If an officer resigns before their term is complete, they will be responsible for reimbursing the association for the cost of their uniform.

### Conferences and Events

FBLA-PBL state officers have specific expectations and responsibilities while they are in office. This list is not all inclusive. Financial reimbursement accompanies the responsibilities except where otherwise indicated. The following events require each state officer and an accompanying adult to attend. Failure to attend required events and conferences can result in removal from office. Please see the list of conferences & events on the next page.

<b>FBLA Conferences &amp; Events (2022-23)</b>		
Event	*Date, Location	Attendance
<b>State Officer Training (SOT)</b>	June 9-11, 2022 Des Moines, IA	<b>Required</b>
Accommodations will be provided by the state for one adviser and state officer. Registration and meals will be provided for state officers.		
<b>National Leadership Conference (NLC)</b>	June 29-July 2, 2022 Chicago, IL	<b>Optional</b>
No reimbursements provided.		
<b>Chapter &amp; Leadership Development (CLD)</b>	July 17-18, 2022 Des Moines, IA	<b>Required</b>
Accommodations, registrations, and meals provided for state officers.		
<b>State Fall Leadership Conference (SFLC)</b>	October 1-3, 2022 Des Moines, IA	<b>Required</b>
Accommodations, registrations, and meals provided for state officers.		
<b>National Fall Leadership Conference (NFLC)</b>	TBD 2022	<b>Optional</b>
No reimbursements provided.		
<b>Sports &amp; Entertainment Experience</b>	TBD 2022	<b>Optional</b>
50% off of registration offered to state officers that attend.		
<b>District Leadership Conference (DLC)</b>	January 28, 2023 Locations Assigned	<b>Required</b>
Registration and meals provided for state officers.		
<b>State Leadership Conference Planning Day</b>	March 11, 2023	<b>Required</b>
Meals provided for state officers.		
<b>State Leadership Conference (SLC)</b>	March 29-April 1, 2023 Coralville, IA	<b>Required</b>
Accommodations, registrations, and meals provided for state officers.		

\*Dates are when the officers will be on site to prepare and participate in the conference.

<b>PBL Conferences &amp; Events (2022-23)</b>		
Event	*Date, Location	Attendance
<b>State Officer Training (SOT)</b>	June 9-11, 2022 Des Moines, IA	<b>Required</b>
Accommodations will be provided by the state for one adviser and state officer. Registration and meals will be provided for state officers.		
<b>National Leadership Conference (NLC)</b>	June 24-27, 2022 Chicago, IL	<b>Optional</b>
No reimbursements provided.		
<b>State Fall Leadership Conference (SFLC)</b>	TBD 2022	<b>Required</b>

Accommodations, registrations, and meals provided for state officers.		
<b>Career Connections</b>	<b>TBD 2022/23</b>	<b>Optional</b>
No reimbursements provided.		
<b>State Leadership Conference Planning Day</b>	<b>March 11, 2023</b>	<b>Required</b>
Meals provided for state officers.		
<b>State Leadership Conference (SLC)</b>	<b>March 30-April 1, 2023 Coralville, IA</b>	<b>Required</b>
Accommodations, registrations, and meals provided for state officers.		

\*Dates are when the officers will be on site to prepare and participate in the conference.

## FBLA State Officer Campaign Guidelines

### Candidate Eligibility

A chapter may nominate only two candidates for an elected state office. More than two candidates from the same chapter will not be permitted. It is the policy of Iowa FBLA-PBL that current Iowa FBLA-PBL State Officers may not endorse any candidate other than themselves running for any office, nor may you use any statement that could be inferred as an endorsement by a current Iowa FBLA-PBL State Officer.

### Candidate Requirements:

To be eligible to run for state office, applicants must meet the following requirements:

- Must be a current freshman, sophomore or junior who is currently listed in FBLA paid membership.
- Must have met a minimum score on the State Officer Candidate test with a qualifying score of 75% or higher.
- Submit an application with all required documents and attachments by the due date.

### Application

All candidates must submit an application to Iowa FBLA-PBL. Applications must be submitted by February 15 at 5 PM. At the time of application, an officer must select the position they wish to apply for. You may not apply for multiple positions or switch the position you are applying for after submitting your application. If a position does not have any applicants at the stated deadline, a member of the State Staff will send out an email extending the application deadline for that position.

### Candidate Qualifier

All applicants must pass a State Officer Candidate test with a score of 75% or higher. This will be an objective test on the essential information about Iowa FBLA-PBL and the national organization

(rather than some of the trivial information that is necessary to know that every State Officer should know). It is essential to demonstrate the basic fundamentals of the organization through exam questions on the mission statement, creed, pledge, goals and code of ethics for FBLA-PBL, Inc. Last year's test will be sent as a study guide once the application has been received.

## Campaigning

Campaigning will occur on the Friday of the State Leadership Conference in the Leadership Lounge. Each candidate will be given a standard table and allocated a space, typically 8' by 8' in dimension. A maximum of \$200 may be spent on the campaign: including the printing of materials, promotional items, and campaign booth decorations. A printed financial report using the spreadsheet template provided by the state will be required for submission at the Candidate Briefing Session.

Only the candidate and four (4) additional assistants, plus one adviser/adult, may campaign at the booth during this session. No other individual may campaign on behalf of the candidate at any location outside of this set time. No current State Officer can campaign on behalf of the candidate.

Officers will receive times that they can set up their campaign booth. Please note: Iowa FBLA & the hotel are not responsible for damages or missing personal property that is left unattended at any time during the conference.

The following rules and expectations must be met:

## General Rules

- Campaigning & campaign materials are not allowed outside the Leadership Lounge.
- References to alcohol, tobacco, sex (including innuendos), special populations, and violence are prohibited.
- No pictures or names of current State Officers may appear at the campaign booth or be used in your campaign message.

## Campaign Booth

- All materials that will be used in your campaign booth must be approved by the State Officer Coach. All materials must be submitted by March 15 by emailing [officeradviser@iowafbla.org](mailto:officeradviser@iowafbla.org)
- Each booth will need to be staffed by at least one person from 9:00 a.m. until 2:00 p.m. on Friday.
- Items may not be affixed to any of the facility walls or floors.
- Damage of any kind to the facility from the campaign booth will be billed to the candidate's chapter.
- Candidates and their workers may not play music with lyrics at their booths.

- All candidates and campaign staff must be dressed in business attire. Candidates and campaign staff are not allowed to wear costumes, aprons, t-shirts, hats, etc. in the campaign booth area, campaign hall, or conference sessions.
- Candidates may bring a laptop or tablet to show their campaign video at their booth. Please note, though, that power will not be provided. The cost of the computer does not need to be factored into the cost of the booth. TVs or extended screens are not permitted.
- Live animals may not be a part of the campaign booth.
- Walking around the campaign area or standing in the aisle of the campaign hall to engage members or campaign is prohibited.
- Gymnastic type stunts/cheers with stunts are prohibited for reasons of safety and liability.

## Promotional Items

- There is no limit on the amount of promotional items that can be passed out. All items being passed out to members and stakeholders must be included in your financial report.
- Any food or beverage must be factory pre-packaged and not homemade.
- Money or gift cards may not be used as a promotional item or contest prize.
- Business cards 2"x4" or smaller will be allowed.
- A copy of all items at your booth must be sent electronically to the State Officer Coach on March 15th by 5:00 PM.

## Speeches

Speeches will take place during the Opening Session & Campaign Rally. Candidates will have two minutes to give their speech. This time will be kept by the State Secretary who will stand at exactly two minutes. The person speaking may then only complete the sentence they are on—no additional time will be allowed. State officers will stop any candidate who continues after time has been indicated and the sentence has been completed. Speeches begin with the District 1 Vice President and go through the office of President. A copy of your speech must be emailed to the State Officer Coach on March 15th by 5:00 PM. You can make edits after submitting your speech, but your final draft must be submitted during the Candidate Briefings. All speeches must be approved by the State Officer Coach. Speech drafts must be emailed by March 15 to [officeradviser@iowafbla.org](mailto:officeradviser@iowafbla.org). You may make changes after this deadline, but a final hard copy of your speech must be turned in at the candidates briefing at SLC.

## Social Media

In no case may an officer use social media to campaign for office. No references to the candidate may be posted by members of the chapter, an adviser, or a family member. This includes posts related to the preparation of materials or encouraging attendees of the conference to visit the candidate.

If an officer candidate is found to have used social media, the State Officer Coach, State Adviser and State Chair have the ability to remove the candidate and ask for the posts to be removed.

## Candidate Briefings

Each candidate will be required to attend a meeting at the State Leadership Conference before competitive events begin on Thursday Afternoon. This meeting must include the submission of a final copy of the speech, with notes of any changes made since the qualifier, a finalized financial report, and a sample of any materials being handed out at the campaign booth. Should any material be deemed against guidelines at this meeting, it will not be allowed to be distributed. The candidate will then be able to sign up for a time to practice their speech on stage in the Exhibit Hall.

## Elections

An Election Coordinator will oversee and conduct the entire election process at the State Leadership Conference. Elections will take place during the Business Session on Saturday. Election of officers will begin with District 1 Vice President and proceed through the office of President.

- All candidates will run and be elected at the State Leadership Conference.
- All state officers will be elected by ballot vote (paper or digital) of the local chapter voting delegates. Each chapter will receive two voting delegates. Chapters may not have more voting delegates than the number of members registered for the conference.
- A majority vote is required for election. Voting shall take place by ranked ballot vote of the voting delegates.
- Teller reports will be issued upon request to the state adviser seven (7) days after the election.

## Incoming State Officer Meeting

Following the Business Session where voting takes place, the newly elected officers and their Adviser will join the State Officer Coach and outgoing state officers for lunch in the hotel. Practice for the installation and multiple items for the upcoming year will be discussed. This is required for all newly elected officers and their advisers.

## Adviser's Role

A state officer's local adviser plays a very important role in the state officer's success. As an adviser to a state officer, it is important to maintain daily contact with them at school and check in periodically with the officer.

## After a Candidate's Application is Submitted

On February 17, the local adviser will receive testing information for the officer candidate to complete. The candidate needs to be proctored by you or another school staff member when taking their State Officer Candidate test. This test must be completed by February 22 by 5 PM. The state officer candidate is limited to only one hour to complete the test.

## If the Candidate is Elected

If your state officer candidate is elected at the State Leadership Conference, they will be required to attend a meeting directly following the Business Session. Local chapter advisers will be required to attend the first 30 minutes of the meeting to understand the commitments of state officers. Lunch will be provided at this meeting. This meeting will cover the important details for the next year, prepare the officers for the coming year and make important decisions.

## Travel

As an adviser to an Iowa FBLA State/District level officer, includes traveling with the officer to events, such as conferences and other state sponsored events. An officer is not allowed to travel alone to conferences or any other state sponsored event. When an adviser is not able to transport the officer, it is up to the adviser to find another chaperone (legal guardian or school approved chaperone) to transport the student. In many cases, the officer will be required to be onsite the day before a conference begins. It will be up to the local adviser to make arrangements for them to be there at the time provided by the State Adviser or the State Officer Coach.

## Supervision of Officers at State Events

As an adviser of a state officer, you will be responsible for chaperoning one of the officers' overnight events. While you are required to arrange transportation for the officer to arrive at all conferences/events/meetings, you are only required to stay at the event to chaperone the officers for one event (per officer). Following the election of your officer, you will receive an email with a list of events to sign up for with the other state officer advisers.

## District Officer Advisers

Every school that has a District Vice President has the honor of hosting the District Leadership Conference. This conference should be organized by the District Vice President and their district council. As an adviser you need to assist the officer and help guide them to hold a successful event. Iowa FBLA will have member(s) of State Staff on-site to run and administer the competitive events program. Detailed instructions and assistance for holding District Leadership Conference will be provided by State Staff along with the basic guidelines that need to be followed.

## Conference Registration

Advisers are responsible for registering the state officer for all state and national conferences. When registering in Blue Panda for State & District events, select the "State Officer" option for the state officer. All State & District level events are complementary for the officer.

# PBL State Officer Campaign Guidelines

## Candidate Eligibility

It is the policy of Iowa FBLA-PBL that current Iowa FBLA-PBL State Officers may not endorse any candidate other than themselves running for any office, nor may you use any statement that could be inferred as an endorsement by a current Iowa FBLA-PBL State Officer.

To be eligible to run for state office, applicants must meet the following requirements:

### Candidate Requirements:

- Must be a current freshman, sophomore or junior who is currently listed in PBL paid membership.
- Must be enrolling in Fall 2022 & Spring 2023 classes
- Submit Application with all required documents and attachments by the due date.

## Speeches

Speeches will take place during the Opening Session & Campaign Rally. Candidates will have 2 minutes to give their speech. This time will be kept by the State Secretary who will stand at exactly two minutes. The person speaking may then only complete the sentence they are on—no additional time will be allowed. State officers will stop any candidate who continues after time has been indicated and the sentence has been completed. Speeches begin with the Historian Reporter and will proceed through the President.

## Q & A Session

A question and answer session will be provided for all officer candidates at the State Leadership Conference with the voting delegates and the members. This session will last one half (½) hour. The time and room will be announced in the conference program. This session represents an opportunity for all officer candidates to meet with voting delegates and members to answer questions (e.g., campaign platform, qualifications, FBLA-PBL experience, etc.) that may help them determine who to elect during the Voting Delegate Assembly. The Q&A session will be moderated by State Staff.

## Resume & Cover Letter

Your resume and cover letter will be available for all conference attendees to view. Please see the *Important Dates* above for the due date of these materials.

## Social Media

In no case may an officer use social media to campaign for office. No references to the candidate may be posted by members of the chapter, an adviser, or a family member. This includes posts

related to the preparation of materials or encouraging attendees of the conference to visit the candidate.

If an officer candidate is found to have used social media, the State Officer Coach, State Adviser and State Chair have the ability to remove the candidate and ask for the posts to be removed.

## Elections

An Election Coordinator will oversee and conduct the entire election process at the State Leadership Conference. Elections will take place during the Business Session. Election of Officers will begin with the Historian Reporter and proceed through the President.

- Voting delegates will vote using a ranked ballot vote.
- Teller reports will be issued only upon written request to the State Adviser seven (7) days after the election.
- All voting will be conducted via electronic ballot.
- If a chapters delegation cannot be present during the Business Session can request an Absentee Ballot. Requests for Absentee Ballots will need to be submitted during Chapter Registration and needs to be casted following the campaign rally.
- Each chapter will be eligible for **two** voting delegates.

## Incoming State Officer Meeting

Directly following the Business Session, a short 15 minute meeting will be held backstage. Additional meeting times will be arranged in this meeting.

## Checklists:

### FBLA

- Completed Wufoo Application
- Appendix A: Student/Adviser/Parent Certification
- Appendix B: Code of Conduct
- Appendix C: State Officer Discipline Policy
- Appendix D: State Officer Social Media Agreement
- Appendix E: Photo Release
- Full Color Professional Headshot

### PBL

- Completed Wufoo Application
- Appendix B: Code of Conduct
- Appendix C: State Officer Discipline Policy
- Appendix D: State Officer Social Media Agreement
- Appendix E: Photo Release
- Appendix F: Student Certification
- Full Color Headshot

## Appendix A: Student Certification (FBLA)

To become a state officer of Iowa-PBL requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility. This agreement must be signed by all parties indicated in order for a candidate to be eligible for office.

By submitting their application, the candidate agrees To:

- Complete all Campaign guidelines outlined in the State Officer Handbook.
- Attend the Candidates Briefing at 4:00 PM on the first day of the State Leadership Conference with all requested materials.
- Participate in all campaign activities and abide by all rules and regulations outlined in the State Officer Handbook.

IF ELECTED, the candidate agrees To:

- Perform to the best of their ability the duties of the selected office.
- Participate in all activities scheduled by the Iowa FBLA-PBL State Adviser, FBLA-PBL State Officer Coach or the Iowa FBLA-PBL Board of Directors.
- Purchase (if needed) pieces of the uniform that is not provided by Iowa FBLA-PBL.
- If you have to resign from your position anytime during your term, you will reimburse Iowa FBLA-PBL for any expenses to complete your state officer uniform.
- Meet and adhere to deadlines set by the officer team, Iowa FBLA Staff and Board of Directors.
- Attend required scheduled activities including:
  - State Officer Leadership Training (must attend entire conference)
  - State Officer Meetings
  - Chapter Officer Leadership Training
  - State Fall Leadership Conference
  - District Leadership Conferences (attend your district's conference and others if requested by the state officer and State Officer Coach)
  - State Leadership Conference Prep Day
  - State Leadership Conference (Note: State conference has preference over prom, athletics and other school activities. If you decide to attend an activity that conflicts with the state conference, you will not participate at the state conference. You must be in attendance for all pre-conference planning beginning one (1) day prior to the official conference.)

**Please do not run for office if you are unable to completely fulfill any of the above requirements.  
All dates & locations for these events can be found in the State Officer Handbook.**

**The Parents/Guardians, Coaches, and Employer Agree To:**

- Permit the candidate to participate in all scheduled Iowa FBLA-PBL State activities.
- Encourage the candidate to take full benefit of the leadership development experience.
- Provide Transportation when necessary to events sponsored by Iowa FBLA-PBL.
- No student is permitted to travel to these events by themselves.

**The Adviser and School Administrator Agree To:**

- Recommend for state office only those candidates who are qualified.
- Support their State Officer Candidate(s) throughout their campaigning period and if they are elected to office, their term with the association.
- Provide a Chaperone for at least one (per officer) of the officers required events, if elected.
- Ensure the candidate's attendance at all Iowa FBLA-PBL State activities.
  - No student is permitted to travel to these events alone.

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Student Signature

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Date

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Parent Signature

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Date

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Adviser Signature

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Date

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School Principal Signature

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Date

# Appendix B: Code of Conduct

## **IOWA FBLA-PBL STATE & DISTRICT OFFICERS CODE OF CONDUCT**

1. State Officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon FBLA-PBL.
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 dress code as approved by National FBLA-PBL.
4. State Officers shall abide by the rules of each conference and recognize they serve as a role model for other members.
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. This includes activities and incidents away from Iowa FBLA-PBL.
7. State Officers shall treat all members equally.
8. State Officers participating in FBLA-PBL assignments shall not damage or deface property. Damage 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 not endorse any candidates for local or state FBLA-PBL office.
10. State Officers shall refrain from endorsing any product, vendor, or sponsor or entering into financial obligations on behalf of Iowa FBLA-PBL or business education, without the consent of the State Chair/State Adviser.
11. State Officers shall refrain from entering into romantic relationships with other State Officers or allowing personal relationships to interfere with State Officer duties while on duty at a conference.
12. State Officers shall not hold official meetings or appoint individuals or committees without the permission of Iowa FBLA-PBL.
13. State Officers shall complete assignments in a timely fashion and at the highest level of quality possible.

Iowa officers who violate or ignore any of the above subject themselves to:

1. Being removed from the FBLA-PBL conference and/or activity and sent home at their own expense by their local chapter adviser in consultation, when appropriate, with the Iowa FBLA-PBL chair of the board of directors and/or the State Adviser, and/or State Officer Coach, and/or State Chair.
2. Have any honors or offices withdrawn.

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (If Student is under 18 years of age)

\_\_\_\_\_  
Date

# Appendix C: State Officer Discipline Policy

## **STATE/DISTRICT OFFICER DISCIPLINE POLICY**

Iowa State & District officers serve as ambassadors for the association and their conduct and deportment are critical to the success of this responsibility. The "Iowa FBLA-PBL State & District Officers Code of Conduct" and the "State/District Officer Discipline Policy" were developed and approved by the Iowa FBLA-PBL board of directors. Iowa Officers are governed by both.

1. Any concerns affecting national officer performances should be sent to, or initiated by, the President/State Adviser of the association.
2. The President/State Adviser will inform the officer of charges and make an inquiry.
3. If the violation is of the type that can be corrected, the officer involved will be informed and the President/State Adviser will work with the officer in improving performance.
4. If the violation is not of the type that can not be corrected, removal procedures, to be determined by the President/State Adviser, will be initiated.
5. The officer may appeal the decision to the board of directors. The action of the board of directors is final.

As a State/District officer, I understand the above policy and agree to abide by the regulations set for Iowa Officers.

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Student Signature

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Date

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Parent Signature (*If Student is under 18 years of age*)

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Date

# Appendix D: Social Media Agreement

## **STATE OFFICER SOCIAL MEDIA AGREEMENT**

Social media can be a useful tool to communicate with peers, members, friends, advisers and more. Social media can also be dangerous if you are not careful. Every picture, link, quote, tweet, status, or post that you or your friends put online is forever part of your digital footprint. You never know when that will come back to hurt or help your reputation during your time in office, applying for a scholarship or new job, or other important areas of your life.

Recognizing the above:

- I take responsibility for my online profile, including my posts and any photos, videos or other recordings posted by others in which I appear.
- I will not degrade others before, during, or after conferences or competitions.
- I will post only positive things about my peers, advisers, other members, judges and any stakeholders of FBLA-PBL
- I will use social media to purposefully promote abilities, organization, community, and social values.
- I will consider “Is this the me I want you to see?” before I post anything online.
- I will ignore any negative comments about me and will not retaliate.
- If I see another officer post something potentially negative online, I will have a conversation with that person. If I do not feel comfortable doing so, I will talk to the president, or an adviser.
- I am aware that I represent Iowa FBLA-PBL, my school, my family, and my community at all times, and will do so in a positive manner

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Student Signature

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Date

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Parent Signature *(If Student is under 18 years of age)*

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Date

# Appendix E: Iowa FBLA-PBL Photo Release Form

## **IOWA FBLA-PBL PHOTO RELEASE FORM**

I hereby consent to and authorize the use and reproduction by you, or anyone authorized by you, of any and all photographs/digital images/videotapes/recordings of (individual's) name

\_\_\_\_\_ on (date) \_\_\_\_\_ at all Iowa FBLA-PBL Activities, for use by Iowa FBLA-PBL, its employees, officers and agents, and the right to copyright and/or use, reuse and/or publish, republish photographic pictures, digital images, videotapes and recordings in conjunction with the students name listed above.

I also give permission for these photographs/digital images/videotapes/recordings to be used in its entirety and/or edited version as deemed necessary by Iowa FBLA-PBL (to include usage of images on Iowa FBLA-PBL and other Career and Technical Student Organizations websites).

Furthermore, permission is also given for the photographs/digital images/videotapes/recordings to be used by Iowa FBLA-PBL at any time in the future without further clearance from me.

I understand that these photographs/digital images/videotapes/recordings may be used for marketing purposes (including websites) by Iowa FBLA-PBL.

I have read the foregoing release, authorization and agreement, before signing below, and warrant that I fully understand the contents thereof.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (*If Student is under 18 years of age*)

\_\_\_\_\_  
Date

## Appendix E: Student Certification (PBL)

To become a state officer of Iowa-PBL requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility. This agreement must be signed by all parties indicated in order for a candidate to be eligible for office.

By submitting their application, the candidate agrees To:

- Participate in all campaign activities and abide by all rules and regulations outlined in the State Officer Handbook.

IF ELECTED, the candidate agrees To:

- Perform to the best of their ability the duties of the selected office.
- Participate in all activities scheduled by the Iowa FBLA-PBL State Adviser, FBLA-PBL State Officer Coach or the Iowa FBLA-PBL Board of Directors.
- Purchase (if needed) pieces of the uniform that is not provided by Iowa FBLA-PBL.
- If you have to resign from your position anytime during your term, you will reimburse Iowa FBLA-PBL for any expenses to complete your state officer uniform.
- Attend required scheduled activities including:
- State Officer Leadership Training (must attend entire conference)
  - State Officer Meetings
  - State Officer Training
  - State Fall Leadership Conference
  - State Leadership Conference Prep Day
  - State Leadership Conference

**Please do not run for office if you are unable to completely fulfill any of the above requirements.  
All dates & locations for these events can be found in the State Officer Handbook.**

**The Adviser Agrees To:**

- Recommend for state office only those candidates who are qualified.
- Support their State Officer Candidate(s) throughout their campaigning period and if they are elected to office, their term with the association.

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Student Signature

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Date

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Adviser Signature

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Date