



2021-22

Iowa

FBLA-PBL

Board

Handbook

Approved by the
Future Business Leaders of America - Phi Beta Lambda, Iowa Chapter
Board of Directors

Adopted: July 21, 2021

Revised:

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 IOWAFBLA |  @IOWAFBLA |  /IAFUTUREBUSINESSLEADERS



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1. Board Of Directors

The board of directors derives its authority and operating guidelines from the Future Business Leaders of America-Phi Beta Lambda, division bylaws approved by the general membership. The board is composed of local FBLA advisers, local PBL advisers, and business and industry representatives, the FBLA-ML, FBLA, and PBL division presidents, Iowa Department of Education representative, and the Executive Director and State Adviser.

The board of directors shall consist of ten voting members and four ex-officio, non-voting members. The voting members are the three FBLA local advisers, three PBL advisers, two business and industry representatives, one at-large member, and the Executive Director and State Adviser. The ex-officio, non-voting members are the three division presidents, and the Iowa Department of Education Representative.

1.1 Officers of the Board of Directors

President: Elected by secret ballot at the last board meeting of the year from the board's voting directors. All eligible board members shall be considered nominated for the position of president. An individual who does not wish to be considered shall withdraw their name in writing to the current board president before June 1 of the year that the election will take place. The individual receiving the most votes shall be declared president.

The president presides at all board meetings; appoints all committees, establishes agenda for each board meeting; and has such powers as may be reasonably construed as belonging to the chair of any organization, including serving as ex-officio member of all committees.

Vice President: Elected by secret ballot at the last board meeting of the year from the board's voting directors. All eligible board members shall be considered nominated for the position of vice president. An individual who does not wish to be considered shall withdraw their name in writing to the current board president before June 1 of the year that the election will take place. The individual receiving the most votes shall be declared vice president.

Secretary: Appointed by the board president for a one-year term. The secretary takes the minutes of each board meeting and forwards them to the president of the board for review and dissemination to the board.

The board president will prepare a summary of the minutes and forward the summary to the board and staff after receiving the minutes from the secretary. The staff will publish the summary minutes in accordance with the Iowa Department of Education guidelines.

1.2 Committees of the Board Of Directors

Committees are appointed by the board president to perform governance/oversight responsibilities, assist in researching projects, review and evaluate current programs, and review budgets and new programs. The standing committees with their responsibilities are listed below. Staff members may be appointed to serve as staff liaisons. The president of the board and Executive Director/State Adviser shall serve as ex-officio members of all committees.

1.2.1 Governance & Oversight Committee

The governance & oversight committee has power to act on all board matters of an immediate nature when the board is not in session. Actions taken by the executive committee will be reported to the board at its next meeting. The executive committee of the board of directors shall consist of the board president, the vice president, and the secretary. The committee shall:

1. Review the annual budget and present the reviewed budget to the board for approval.
2. Review all other financial matters prior to the presentation to the board.
3. Make recommendations to the board of directors concerning financial policies of the association.
4. Make recommendations to the board of directors concerning policies and bylaws of the association.
5. Review the bylaws and policies of the association to determine if they are meeting the needs of members and advisers.
6. Review proposed bylaws amendments and, if approved, submit proposed bylaws amendments to voting delegates at the next business meeting.
7. Develop a one, three, and five-year strategic plan for the organization to be presented to the board of directors for review and adoption.
8. Annually present the updated strategic plan to the board of directors for review and adoption at the board of directors' annual meeting.

1.2.2 Personnel & Operations Committee

The personnel & operations committee's main function is to employ and evaluate the executive director/state adviser and the day-to-day operations. The Personnel & Operations Committee shall:

1. Evaluate the executive director/state adviser's performance.
2. Present a summary of the executive director/state adviser's annual performance evaluation review to the board of directors.
3. Recommend to the board changes in the director/state adviser's contract, extension of contract, adjustments in benefits and salary, and the bonus incentives to be awarded to the executive director/state adviser. Compensation for all other staff is the sole responsibility of the executive director/state adviser.

4. Recommend policy regarding the association's membership, marketing, and public relations activities.
5. Annually evaluate the strategic plan and provide suggestions to the strategic planning committee for updating membership, marketing, and public relations activities in light of current internal and external trends and projections.
6. At mid-year, review the association's progress in implementing the adopted strategic plan in regard to membership, marketing, and public relations needs.
7. Oversee a program for recognizing the work of local Advisers and volunteers.

1.3 Scheduled Meetings of the Board of Directors

The board of directors meets at least four times a year, which is during the time and at the State Fall Leadership Conference and State Leadership Conference. Additional meetings at other times and places during the year are determined by a consensus of the board.

1.4 Board of Directors Rotation Schedule

The Board of Directors Rotation Schedule covers the following members: State President of each division (FBLA-ML, FBLA, and PBL), 1 FBLA-PBL State Adviser (ex-officio), 1 FBLA-PBL State Chairperson (ex-officio, non-voting), 2 FBLA Advisers, 2 PBL Advisers, 2 Business/Industry representatives, and 1 member at-large.

*State Adviser is a voting member of the Iowa FBLA-PBL Board of Directors.

1.4.1 Voting Members

Fiscal Year	FBLA 1	FBLA 2	FBLA 3	PBL 1	PBL 2	PBL 3	B&I 1	B&I 2	At-Large
2020-21	Shannon Smith	Tracy Weber		Jennifer Anderson	Joe Hanson		Erin Snitkey	Jeff Sears	Jane Koch
2021-22									
2022-23									
2023-24									
2024-25									

1.4.2 Ex-Officio Non Voting Members

Fiscal Year	FBLA-ML	FBLA	PBL	State Adviser*	State Chairperson
2020-21				Lou Voss	Chris Dzurick
2021-22		Max Aulwes	Madison Kraemer	Kent Seuferer	
2022-23					
2023-24					
2024-25					

2. Travel Policies And Procedures

All persons conducting official Iowa FBLA-PBL business may receive reimbursement for their expenses.

2.1 Cost of Transportation

Air, train, bus or private vehicle may be used. Airfare will be reimbursed at the most cost-advantageous fare for the association. If a private vehicle is used, expenses will be reimbursed at the rate of \$0.50 cents per mile. Reasonable costs associated with tips and transportation to and from restaurants, and to and from departure points will be covered.

Iowa FBLA-PBL will cover travel expenses directly to and from meeting and conference sites at the discounted airfare negotiated with airlines. For private vehicle usage, Iowa FBLA-PBL will only cover mileage up to the amount of the lowest cost round trip airfare.

2.2 Cost of Lodging and Meals

Iowa FBLA-PBL pays nominal expenses for lodging and meals, except liquor.

2.3 Receipts

All receipts must show itemized charges and be submitted with the Travel Expense Report. When sharing a room, divide the charges equally and make a cross-reference to names and charges paid by others. If another individual shares lodging, Iowa FBLA-PBL will pay the single room rate. Parking, gratuities, luggage storage, local bus, and taxi/ride-share expenses are allowable. Specific requirements as to when a receipt is required are contained on the travel expense report.

2.4 Travel Expense Report

Any expenses incurred while traveling on Iowa FBLA-PBL business are to be reported on the Travel Expense Report with appropriate receipts attached. Turn in the last copy of the airplane ticket, meal and hotel receipts, etc. (You might not receive receipts for such items as tipping, etc., but you should keep records of these expenditures, so they can be itemized on the form). The Travel Expense Report, along with receipts, should be completed no later than 30 days after the trip.

3. Insurance

The national organization provides directors and Officers liability insurance coverage for all board members through Travelers Insurance Co. It is a \$2 million limit with \$5,000 deductible.

The association does not provide insurance coverage for any board member who uses his/her personal auto for business purposes. Since the association assumes no responsibility beyond making available a mileage reimbursement allowance, it is the member's responsibility to protect

against damage and legal liability. Mileage allowance covers the cost of gas, maintenance, repair, and insurance while on association business. Members using their personal cars will be reimbursed at the rate of \$0.50 cents per mile. In addition, all tolls and parking charges will be reimbursed.

4. National Association Organization

4.1 The Association

Future Business Leaders of America-Phi Beta Lambda, Inc. is a nonprofit, 501(c)(3) educational association for students pursuing careers in business or related fields. It is endorsed by the Association for Career and Technical Education, Career College Association, Accrediting Council for Independent Colleges and Schools, National Association of Secondary School Principals, National Business Education Association, and the US Department of Education. The association is composed of four divisions: FBLA- Middle Level for junior high and intermediate, FBLA for secondary students, PBL for postsecondary students, and a Professional Division open to all individuals interested in supporting and promoting the goals of FBLA-PBL.

4.1.1 Purpose

FBLA-PBL's purpose is to bring business and education together in a positive working relationship. The national association offers programs and services that create a forum in which students, educators, and businesspeople learn about one another.

Membership for students in FBLA-PBL is intended to do the following:

- develop competent, aggressive business leaders;
- strengthen the confidence of students in themselves and in their work;
- create more interest in and understanding of American business enterprise;
- encourage members in the development of individual projects that contribute to the improvement of home, business and the community;
- develop character, prepare for useful citizenship, and foster patriotism;
- encourage and practice efficient money management;
- encourage scholarship and promote school loyalty; and
- facilitate the transition from school to work.

4.1.2 History

The concept of FBLA was developed in 1937 by Dr. Hamden L. Forkner of Teachers College, Columbia University, New York City. In the fall of 1940, the National Council for Business Education accepted official sponsorship of FBLA. The first chapter was organized in Johnson City, Tennessee on February 3, 1942. The Freedoms Foundation and the Horatio Alger Awards Committee have recognized the association.

There are over 250,000 active members and advisers in over 6,000 chapters throughout the 50 states, American Samoa, Canal Zone, Guam, Puerto Rico, the Virgin Islands, Bermuda, and U.S. Department of Defense Schools—Europe.

4.2 State Staff

The state staff is responsible for managing the activities and training of the division officer groups. Staff work with the officer teams in helping them establish their programs of work and ensuring that the programs they are working on are consistent with the needs of the association.

The State Adviser/Executive Director is selected by the board of directors and has the responsibility for the general management of the affairs of the association and shall carry out the mission of the board of directors, which are approved and recorded in board minutes.

5. Conferences and Seminars

5.1 National Conferences and Seminars

The conference and seminars presented by the national association fall into the following categories.

5.1.1 National Leadership Conference

The National Leadership Conference concludes the membership year and sets the stage for the upcoming school year. The FBLA and PBL division NLCs are held back-to-back each summer. Participants get involved in business-related and leadership development workshops, tour business and corporate facilities, elect national officers, and participate in the National Awards Program competitive events.

5.1.2 Institute for Leaders

Institute for Leaders (IFL), held in conjunction with the National Leadership Conference, was created to prepare and equip FBLA-PBL members and advisers with skills and experiences needed to be the leaders of the future. Led by dynamic trainers, IFL is a total leadership experience that helps members build skills for a lifetime.

5.1.3 National Fall Leadership Conferences

Held in several leading American cities each fall, the National Fall Leadership Conferences provide advisers and students with an opportunity to share ideas and reaffirm common goals with their peers from across the country.

Members participate in leadership and professional development workshops. They also gain a better understanding of the National association and their role in its success.

5.1.4 PBL Career Connections Conference

Launched in 2018, this conference is specifically for PBL members and advisers. It provides members a direct connection with top companies via a full day of business tours, company presentations, and career-boosting workshops.

5.1.5 State Leadership Summit

This is a three-day, every-two-year meeting for state key contacts to share best practices and communicate with peers and national staff.

5.2 State Conferences and Events

5.2.1 State Leadership Conference

State Leadership Conference (SLC) is conducted in the spring and features state competitive events and elections. State winners in the FBLA-ML, FBLA, and PBL divisions are given the opportunity to compete at national levels.

5.2.2 State Fall Leadership Conference

State Fall Leadership Conference (SFLC) is conducted in the fall and highlights leadership and professional development opportunities for members and advisers. Student members learn about competitive event opportunities and updates for the upcoming membership year.

5.2.3 District Leadership Conferences

District Leadership Conferences (DLCs) are held in the three administrative regions in Iowa. The conferences feature certain competitive events that members must participate in to qualify for the State Leadership Conference.

6. Supportive Education Groups

Among the education groups that support FBLA-PBL are these organizations. Certain organizations have a state chapter or association that assists in the development of the mission in the state of Iowa.

6.1 United States Department of Education (USDE)

6.1.2 Iowa Department of Education (IDOE)

The United States Department of Education maintains a relationship with all vocational student organizations and welcomes their cooperation and support in strengthening vocational education programs throughout the United States. USDE endorses vocational student organization objectives and seeks to involve their thinking in the improvement of vocational education.

6.2 Association for Career and Technical Education (ACTE)

6.2.1 Iowa Association for Career and Technical Education (IACTE)

The Association for Career and Technical Education is committed to helping its nearly 40,000 members provide effective programs of vocational education. It serves vocational teachers, administrators, teacher educators, researchers and guidance counselors. ACTE develops and promotes comprehensive programs for individuals to develop occupational skills.

6.3 National Coordinating Council for Career and Technical Student Organizations (NCC-CTSO)

6.3.1 Iowa Coordinating Council for Career and Technical Student Organizations (ICC-CTSO)

The executive directors of the eight career and technical student organizations (CTSOs) form the NCC-CTSO. The council meets during the school year to discuss matters of common interest to the CTSOs and to establish a communication link between organizations. Representatives from the National Association of State Directors of Career Technical Education Consortium (NASDCTEC), Association for Career and Technical Education (ACTE), and the United States Department of Education (USDE) also participate.

6.4 National Business Education Association (NBEA)

6.4.1 Iowa Business Education Association (IBEA)

National Business Education Association promotes all phases of business education for both vocational and non-vocational students and includes business teachers, administrators, supervisors, teacher educators, and college and university students in the business education curriculum.

6.5 National Association of Secondary School Principals (NASSP)

National Association of Secondary School Principals recognizes FBLA-PBL and annually places the National Leadership Conference and National Fall Leadership Conferences on its approved list of activities.

7. Appendix

7.1 Iowa FBLA-PBL Whistleblower Policy

FBLA-PBL is committed to high standards of ethical, moral, and legal business conduct. FBLA-PBL is further dedicated to acting in good faith with those employees who raise concerns regarding incorrect financial reporting, unlawful activity, or otherwise improper conduct.

This Whistleblower Policy aims to provide employees with an avenue for raising such concerns, and to reassure such employees that they will be protected from reprisal or victimization as a consequence of reporting the alleged wrongdoing of any officer, director, employee, or agent of FBLA-PBL.

Statement of Policy

No officer, director, employee, or agent of FBLA-PBL shall take any harmful action with the intent to retaliate against any person, including interference with employment or livelihood, for providing to a law enforcement officer any truthful information relating to the commission or possible commission of any offense. Nor will any officer, director, employee, or agent of FBLA-PBL take any harmful action with intent to retaliate against any person for reporting to an appropriate senior management or elected official of FBLA-PBL the suspected misuse, misallocation, or theft of any FBLA-PBL resources.

FBLA-PBL will not tolerate the harassment or victimization of any employee who raises concerns under this policy. FBLA-PBL will make every effort to treat a complainant's identity with an appropriate regard for confidentiality, with the understanding that the details of complaints may need to be shared with others in order to investigate such complaints properly.

Because a thorough investigation often depends on an ability to gather additional information, FBLA-PBL encourages complainants to put their names to allegations of wrongdoing. FBLA-PBL will explore anonymous allegations to the extent possible, but will weigh the prudence of continuing such investigations against the likelihood of confirming the alleged facts or circumstances from attributable sources.

Allegations made in bad faith may result in disciplinary action.

Procedure

FBLA-PBL intends this policy to be used for serious and sensitive issues. Such concerns, including those relating to financial reporting or unethical or illegal conduct may be reported directly to the president and CEO. In the event that an individual's concern rises to the level that he/she reasonably believes that notice to the president and CEO will be disregarded or otherwise not fairly considered, the individual may then report violations or suspected violations to the chair of

the board. Employment-related concerns should be reported through supervisors, executive director/state adviser and the board president. The earlier a concern is expressed, the easier it is to take action.

Although a complainant is not expected to prove the truth of an allegation, they should be able to demonstrate that they have made a report in good faith.

The executive director/state adviser and board president will make initial inquiries in consultation with legal counsel, if necessary, to determine whether or not further investigation is necessary or appropriate. The executive director/state adviser and board president may seek further information from any officer, director, employee, or agent of FBLA-PBL, and shall take all reasonable precautions to protect the identity of the complainant to the extent possible while doing so.

The executive director/state adviser and board president shall receive information on each complaint and in consultation (if necessary), with legal counsel and or the board of directors, will determine an appropriate response to a report of concern. Officers, directors, employees, and agents of FBLA-PBL who may be implicated in such reports shall not participate in any deliberation related to the complaint, except to present information directly to the board on his or her own behalf.

7.2 FBLA-PBL Conflict of Interest Policy

Members of the Board of Directors, officers, volunteers, and key employees of the FBLA-PBL must act at all times in the best interest of FBLA-PBL and shall disclose all potential and actual conflicts of interest to the Executive Director/State Adviser or the President of the Board of Directors.

FBLA-PBL recognizes that vendors, suppliers, service providers, and others who receive remuneration from FBLA-PBL for their products or services may be in a conflict of interest situation or create the appearance of a conflict of interest if they also serve on the FBLA-PBL Board.

Therefore, any person who is a vendor, supplier, service provider, or other who receives more than \$2500 per year from FBLA-PBL for such products or services is precluded from serving on the FBLA-PBL Board during the time of such contract, payments, or services for a period of four years thereafter. Any person who has served on the FBLA-PBL Board is precluded, for a period of two years after completion of board service, from bidding upon or receiving a contract which provides remuneration in excess of \$2500 from the FBLA-PBL.

A person is a vendor, supplier, service provider, or other who receives more than \$2500 per year from FBLA-PBL if they directly receive such monies from FBLA-PBL, has an ownership interest of 10% or greater in a business entity which receives such monies, is related by blood or marriage to an immediate family member who has an ownership interest of 10% or greater in a business entity which receives such monies, or is an employee of a business which receives such monies.

The board of directors may authorize a waiver by a majority vote in the event that an individual is disqualified based on this policy, but where a legitimate conflict of interest does not exist. Directors shall recuse themselves from any discussions or decisions that would impact the financial competition to themselves or affiliated companies.

In addition, members of the board, officers, and volunteers shall:

- avoid placing (or the appearance of placing) self-interest or the interests of a third party above the interests of FBLA-PBL;
- refrain from using FBLA-PBL's staff, services, equipment, materials, resources, or property for personal or third-party gain, and from representing to third parties that authority as a board member extends any further than that which it actually extends;
- not engage in any outside business, professional conduct, or other activities that may be directly or indirectly adverse to the interests of FBLA-PBL;
- not solicit or accept gifts, gratuities, free travel, or any other item of value from any person or entity as a direct or indirect inducement to provide special

treatment with respect to matters pertaining to FBLA- PBL without fully disclosing such an exchange to the board of directors;

- not persuade any employee of FBLA-PBL to leave the employ of FBLA-PBL or to become employed by any person or entity other than FBLA-PBL; and
- not persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship with FBLA-PBL to terminate, curtail, or not enter into its relationship with FBLA-PBL, or to reduce any benefit that may be provided to FBLA-PBL with respect to such relationship.

This policy shall apply to the members of the FBLA-PBL Board of Directors and shall apply to all members of FBLA-PBL committees, task forces, and others in the FBLA-PBL governance structure. On an annual basis, all members of the board of directors shall be provided with a copy of this policy and be required to complete and sign an acknowledgement and disclosure form.

7.2.1 Acknowledgement and Disclosure Form

I have read the FBLA-PBL Conflict of Interest Policy set forth on the previous page and in the Board of Directors Handbook and agree to comply fully with its terms and conditions at all times during my service as a member of the FBLA-PBL Board of Directors, an officer, or volunteer of FBLA-PBL. If I become aware of any actual or potential conflicts of interest at any time following the submission of this form, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the FBLA-PBL Board of Directors or the FBLA-PBL Executive Director/State Adviser in writing.

Disclosure of actual or potential conflicts of interest:

Do you receive compensation as an Officer, Director, committee member, task force member of FBLA-PBL? Yes No

Other than reimbursement of reasonable expenses, have you received or do you expect to receive more than \$2500 per year from FBLA-PBL for services provided as an independent contractor? Yes No

Have you received or do you expect to receive more than \$2500 in material financial benefit from FBLA-PBL in addition or apart from the benefits described in the above inquiries? Yes No

Does any family member receive compensation or material financial benefit from FBLA-PBL? Yes No

Do you have a family relationship or business relationship with any current or former officer, director, or key employee of FBLA-PBL? Yes No

If you answered "Yes" to any of the above, please explain in a separate statement.

Board Member Signature

Board Member Printed Name

Date

Title

7.3 Expense Reimbursement Form

IOWA FBLA-PBL EXPENSE REPORT

Name:

Address:

City, State, Zip:

Date:

Please check what conference these expenses are for:

State Fall Leadership Conference _____

National Fall Leadership Conference _____

Regional Leadership Conference _____

State Leadership Conference _____

National Leadership Conference _____

State Officers _____

Association Management _____

Expenses:

Charity _____

Contributions & gifts _____

Scholarship awards _____

Conferences, meetings and workshops _____

Membership supplies and materials _____

Office supplies, postage and other _____

Stationery and printing _____

Salaries _____

Travel _____ miles @ \$0.50 _____

Dues transferred to national headquarters _____

Other _____

TOTAL EXPENSES _____

PLEASE ATTACH ALL RECEIPTS

SIGNED _____