

Kansas FBLA--Policies

100-FINANCE

105 DUES

The membership dues in the Kansas FBLA chapter are set by the by-laws. In addition, members shall pay national and local FBLA dues as required. The dues along with the alphabetized list of members, officers, and adviser(s) must reach the National FBLA-PBL, Inc. headquarters (lockbox address) by October 20 of the current membership year.

Dues for additional members may be turned in anytime throughout the year. In order for a member to be eligible for competition at the State Leadership Conference, dues must be postmarked at least sixty days before the state conference. The state conference registrations are verified with the treasurer's membership report. Registrants not on the membership report shall not be permitted to participate in an event at the State Conference, but will be allowed to attend with a printed nametag stating their school and just the word "member". Their name will not appear on the nametag.

110 PETTY CASH

The petty cash fund is maintained by the State Chairman. An itemized expenditure list is presented to the board to replenish the fund. The fund is spent on postage, phone calls, gasoline for travel, etc.

115 REGISTRATIONS FOR STATE OFFICERS AND ADVISERS

All State Officers shall be reimbursed for their registration fees to attend the National Fall Leadership Conference.

All State Officers shall be given complimentary registrations to the State Leadership Conference and the Summer Leadership Seminar. Also, there shall be complimentary registration for the Conference Coordinators.

120 HOTEL/MOTEL ROOMS FOR STATE OFFICERS

The State Chairman shall be responsible for making room reservations and assignments for the Officer Orientation/Board Meeting, CTSO State Officer Orientation, and the Summer Leadership Seminar. At these events, state officers shall room together. Each of these room reservations will be paid for through Kansas FBLA funds.

125 REIMBURSEMENT FOR STATE CHAIRMAN/ASSISTANT STATE CHAIRMAN

The State Chairman shall be reimbursed for: travel expenses, hotel rooms, and registrations for all conferences. The Assistant State Chairman shall be reimbursed for all conference registrations and any other expenses that may be incurred while representing the State Chairman.

130 REIMBURSEMENTS FOR STATE OFFICERS

All State Officers shall be reimbursed for their officer uniforms up to and totaling no more than the cost of registration for the National Leadership Conference.

Kansas FBLA--Policies

200-MANAGEMENT AND OPERATIONS

205 MEETINGS

Officer Orientation/Board Meeting. The first meeting of the new Executive Board shall be held on a Saturday late in April or early in May at a site to be determined by the State Chairman and the President. The purposes of the meeting are: (a) to evaluate the past year, (b) develop and adopt the calendar, (c) evaluate the qualifications of and select the national officer candidate(s), (d) establish a program of work for the FBLA year, (e) improve acquaintances among the state officer team, (f) resolve pending business, and (g) discuss CTSO Officer training.

Summer Meeting. The Board meets at the site of the Summer Leadership Seminar. The purposes of the meeting are to: (a) provide leadership training, (b) finalize the program of work, and (c) resolve any pending business.

September Meeting. This meeting is scheduled to conduct business.

Fall Meeting. The Board meets at the time of the Governor's Proclamation signing. This is usually in November. The State provides lunch for all of the Board. The purposes are to: (a) witness the governor's signing of the FBLA Week Proclamation, at which time a photograph is taken for the SLC program and (b) to resolve pending business.

Officer Candidate Interviews Meeting. In January, the Board Meets on a Saturday at least 60 days before the State Leadership Conference. The location is determined by the Board. The purposes of the meeting are: (a) the officer candidate interviews and orientation and (b) to resolve pending business.

State Leadership Conference Meeting. The evening before the opening of the SLC, the Board has a dinner meeting at the site of the conference. The State incurs the cost of the meal for all Board members. The purpose of the meeting is to complete the last-minute preparations for the SLC.

SLC Luncheon Meeting. The second day of the SLC, the Board has an informal meeting at a luncheon, which is paid for by the state. The dress is business attire.

Special Meetings. Special meeting, if necessary, are held at the National Fall Leadership Conference and the National Leadership Conference. Other special meetings may be called by the president and state chairman.

210 TRAVEL

State Officers are encouraged to visit local chapters when invited. It is the responsibility of the local chapter extending the invitation to take care of all out-of-pocket expenses, not mileage, incurred by the State Officer and his/her adviser. This may or may not include a meal depending on the time of the visit. State Officers should make this policy clear to the local chapters before accepting the invitation. (Out-of-pocket expenses could include: gas money, turnpike fees, parking fees, meals, etc.)

Travel expenses to and from State Executive Board meetings are not reimbursed.

Kansas FBLA--Policies

215 DRESS

Members of the State FBLA Executive Board shall be in official dress at all times when they are representing FBLA.

The State Officers at the Officer Orientation/Board Meeting shall determine of what the official dress shall consist of.

220 STATE OFFICER'S NAME BADGES AND BUSINESS CARDS

The State Executive Board shall provide name badges and business cards for all state officers at the Board's expense.

225 DISTRICT BOUNDARIES

The State Executive Board shall determine the district boundaries and the number of districts. The Board evaluates the membership throughout the state and may or may not change the boundaries for the districts.

230 FBLA WEEK PROMOTIONS

Governor's Proclamation. The State President is responsible for arranging for the governor to issue the FBLA week proclamation. The Board's picture is taken with the governor in November when those arrangements are made. FBLA week is set by the National Office. It is usually scheduled for the second full week in February.

Television Spot. The State President or their designated representative is responsible for making all arrangements and selecting the state officers to appear on a local television interview program promoting FBLA week.

235 NEW CHAPTER FORMATION

The District Vice-Presidents are to serve as coordinators for the formation of all new chapters within their district. Each Vice-President should have all necessary forms and information available for establishing a new chapter. The District Vice-Presidents shall keep the State Executive Board informed of their progress.

240 INSTITUTE FOR LEADERS (IFL)

All expenses for the State President and their adviser shall be paid by the State FBLA for the Institute for Leaders. All expenses shall be paid by State FBLA for the State Chairman or their designee to attend the Institute for Leaders if they elect to attend.

Registration and other expenses not paid for by National FBLA for National Officer Candidates or elected National Officers from Kansas will be reimbursed to the member from Kansas FBLA.

Kansas FBLA--Policies

300 CONFERENCES

305 **DISTRICT** CONFERENCES

Each District Vice President's chapter is responsible for hosting their district conference.

A registration fee not to exceed \$5.00 may be assessed from each conference contestant.

All chapters in the district should be invited to attend their district Conference approximately 60 days before the Conference.

The host chapter may invite non-FBLA schools to compete at the district Conference.

A separate awards certificate should be provided for non-FBLA schools & Middle Schools.

The District Conference should be scheduled between 30 and 60 days prior to the State Leadership Conference.

The District Vice President should have the district conference date approved by the host school prior to the Officer Orientation/Board Meeting.

Event Rating Sheets. At the close of a District Conference, or shortly thereafter, a packet containing the Conference attendant's rating sheets shall be given or mailed, to the chapter's adviser.

All copies of the tests shall be destroyed by the District Vice-President and official notice shall be sent to the State Chairman documenting the fact that all tests and all related materials were destroyed and none were given out to anyone.

Dress Code. Each District Vice-President is encouraged to adopt the National FBLA Dress Code for their Conference. Specifics on the dress code shall be sent out with the registration materials.

310 **STATE** LEADERSHIP CONFERENCE

The State Leadership Conference shall be held at a location and on dates established by the State Executive Board.

The State Chairman shall appoint a State Conference Director and submit the name of that individual to the State Executive Board for approval

310.01--Duties of the State Conference Director

1. Serve a two year term as director followed by two or more years in an advisory capacity as Past-Conference Director.
2. Appoint the following Conference Coordinators: Functions Coordinator, Program Coordinator, Productions Coordinator, Entries Coordinator, and Events Coordinator and Assistant

Kansas FBLA--Policies

Conference Director. The Registration Coordinator shall automatically be the adviser of the State Treasurer.

3. Work with the Conference Coordinators to develop a State Conference that reflects the wishes and directives of the State Board.
4. Serve as a liaison between the State Executive Board and the Conference Coordinators. Attend State Board meetings as requested/needed.
5. Prepare and mail a packet of conference registration materials, including parking information, to each active FBLA chapter at least 30 days prior to the State Leadership Conference.
6. Approve all State Leadership Conference bills for payment.
7. Report on the State Conference to the State Executive Board at its meeting following the State Conference.
8. After assessing the evaluation forms submitted following the State Conference, consulting with local advisers at the Summer Leadership Seminar, and evaluating proposals from cities desiring to host the Conference, prepares recommendations to the State Executive Board regarding future conferences.

310.02--Duties of the Assistant Conference Director

1. Serve a two-year term as assistant conference director, overlapping the conference director's term.
2. Appoint chapters and/or advisers to coordinate particular events at the State Conference.
3. Keep chapters informed of the current dress code as published by the National Office and how the enforcement of the dress code at the State Conference will be administered.
4. Appoint advisers/adults to assist in the monitoring of the dress code at the State Conference at all competitive events, general sessions, and awards program.
5. Assign proctors for all testing sessions.
6. Find/assign chapters to administer/oversee a particular event for the State Conference. They will secure judges for such events, if needed.

310.03--Duties of the FUNCTIONS Coordinator

1. Serve a two year term
2. For the dinner meeting the night prior to the Conference:
 - a. Locate and reserve a room
 - b. Arrange for catering
3. For the State Office Rehearsal after the dinner meeting:
 - a. Reserve the stage of the auditorium
 - b. Arrange for microphone(s)

Kansas FBLA--Policies

- c. Provide a set-up sheet for auditorium personnel--if PDC OR multimedia company does not take care of
4. For the first day of the Conference:
 - a. Arrange for National Anthem for a least one session (if not handled by Program Chairman
 - b. Arrange for color guard (ROTC)--if not handled by PDC or multimedia company
5. For the General Sessions:
 - a. Work with auditorium crew about number of seats and arrangement and stage set-up
 - b. Develop and Communicate time schedule to auditorium personnel
6. For the Candidate-Delegate Caucus:
 - a. Arrange for room and set-up
 - b. If stairs, arrange for assistance up/down
 - c. Arrange for microphone
 - d. Arrange for water glass
7. For the Dance:
 - a. Contract with a DJ
 - b. Confirm DJ arrangements a week before conference
 - c. Inform DJ of theme song request if needed
 - d. Arrange for set-up and crew for dance
 - e. Arrange for food and drink including paper goods
 - f. Secure and instruct security guards
8. For the Advisers Reception/Meeting:
 - a. Arrange for room and set-up needed
 - b. Arrange for refreshments and paper goods
9. For the Movies/Videos:
 - a. Arrange for room and set-up
 - b. Rent movies/videos--select PG 13 or lower rated
 - c. Arrange for all equipment - TV - VCR - Stand
 - d. Secure adult to monitor room

310.04--Duties of the PROGRAM Coordinator

1. Serve a two year term.
2. Work with the facility scheduling office to secure all rooms needed for all days of the conference
3. Secure and send to the Conference Director current parking and traffic regulations
4. For each workshop presenter:
 - a. Assign students/advisers to introduce presenter
 - b. Send thank-you notes to presenters after the conference
5. Create an attractive cover for the program--usually the National FBLA theme
6. Have the program printed and deliver the printed programs to the Registrations Coordinator the evening prior to the conference
7. Extend invitation and make arrangements for national officer to attend the conference if the Board requests
8. Be available at the Information Booth during the Conference to handle problems and answer questions

Kansas FBLA--Policies

310.05-Duties of the PRODUCTIONS Coordinator

1. Serve a two year term
2. Decide whether to hire a professional media company or rent sound and video equipment
3. Arrange for media to be produced
4. Make chapter seating assignments in the auditorium for each session
5. Order flowers to be worn at the Awards Assembly by each current officer.
6. Arrange for stage decorations for the Awards Assembly

310.06-Duties of the ENTRIES Coordinator

1. Serve a two year term
2. Receive entries by mail from each chapter
3. Screen each entry to determine whether it was postmarked on time and meets all guideline requirements
4. Notify in writing any chapter whose entry(s) does not meet all requirements
5. Mail entry forms to the school that shall type the names on the answer sheets
6. Create and have available the first morning of the Conference the sign-up sheets for all events requiring appointments (if not handled by Events Coordinator)
7. Deliver the completed sign-up sheets to the appropriate rooms and/or judges before that event begins
8. Produce a list showing the number of entries in each event and deliver this to the State Chairman, State Adviser, Conference Director, and all Conference Coordinators.

310.07-Duties of the EVENTS Coordinator

1. Services are provided by the "on-site" assistant
2. Arrange for display of the selected event entries
3. Arrange for rating sheets to be returned to chapters
4. Duplicate all tests
5. Conduct the testing sessions
6. Arrange for machine scoring of all tests
7. Prepare all certificates
8. Calculate points for Outstanding Chapter Award
9. Deliver certificates to Awards Assembly

310.08-Duties of the REGISTRATIONS Coordinator

1. Order all necessary ribbons for participants.
2. Order all name-tag supplies.
3. Check every registrant's name against the membership roster to make certain they are a paid member by the deadline.
4. Notify any adviser who has non-members registered that they may not participate in the State Conference.
5. Prepare a report showing the number registered from each chapter.
6. Prepare names for a "Free Flight to the NLC" drawing to be held at the State Conference.

Kansas FBLA--Policies

7. After all bills are paid, prepare an income statement for the State Conference and submit it to the State Executive Board at its Spring meeting.

310.09--DRESS for the Conference.

The National FBLA dress code shall be followed for the State Conference. The State Conference Chairman may designate advisers or others to enforce the dress code for events and other conference activities. If a student appears for an event and they are not dressed according to the dress code, the designated individual shall inform the student of the dress code infraction and permit the student to go and change clothing. If there is not time to change, the student may be disqualified. Any disqualifications must be made BEFORE a student begins participating in an event.

310.10--National Officer.

If the State Executive Board decides to invite a national officer to the Conference, they shall determine which one to invite. The invitation shall be extended by the Program Coordinator. The Program Coordinator shall also make arrangements for housing and transportation of the National Officer and Adviser.

310.11--Awards.

Awards shall be presented at the Awards Assembly. Plaques shall be given to the first place winners and certificates to first through fifth places in chapter events. Certificates and medals shall be awarded to first through fifth place winners in all team events. In individual events medals and certificates shall be awarded to first through fifth place winners and certificates only to sixth through tenth place winners.

310.12--Adviser Recognition.

Each adviser shall receive a plaque at the State Conference after five years of service to FBLA and an add-on plaque for each succeeding five years. Advisers who are retiring after 5 or more years of service shall be presented plaques. Adviser of the Year will have their registration cost to NLC paid for and be presented a plaque.

310.13--SLC Event Entries to be Displayed.

The entries for the events of American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, Scrapbook, Banner, and Partnership with Business Projects shall be on display at some time during the Conference for advisers and members to examine.

310.14--Event Rating Sheets.

At the close of the State Conference, or shortly thereafter, a packet containing the contestant's rating sheets shall be given, or mailed to the chapter.

Kansas FBLA--Policies

310.15--Repeating a National Event.

Members may return in a National Event and compete on the State level as long as they have not competed in that event at the National level. Only the specified number of students in team events may return to compete in the same event on the State and National level.

~~310.16--Repeating a State Event.~~

~~Members may not repeat in a state event if they have won first place in that event at a previous State Leadership Conference. Only the specified number of members in team events may return to compete in the same state event. Check the KS FBLA Event Guidelines.~~

Comment [c1]: State Events were eliminated as of 7/07

310.17--Team Member Representation.

Teams representing Kansas in a National Event must be comprised of the same students who competed in that event at the State Leadership Conference. If problems occur that a member is unable to compete at Nationals, the State Chairman must be notified immediately. The chapter must either secure a replacement from the chapter OR another team from another chapter that placed in the event will move up to compete.

310.18-Infraction of Rules in Events.

If an infraction of the rules or guidelines occurs in any event, the alleged infraction must be reported immediately to the chapter/adviser in charge and the judges of the event. The chapter/adviser in charge and the judges shall make the final decision regarding any penalties and/or disqualification resulting from the infraction. The decision of the judges is final and once the results have been reported and the awards have been presented, **NO** changes shall be made.

310.18A—Breaking Ties on Objective Tests

A beginning and ending time will not be written on objective tests. If a tie exists (exact score), the judge will first check the accuracy of the last 10 question of the test. The tie will be broken if a person has more correct answers on the last 10 questions than another person. If this procedure still does not break the tie, then the judge will check the accuracy of the last 15, 20, 25 questions, until the tie is broken.

310.19-Campaigning and Voting Procedures for District Vice-Presidents

1) CAMPAIGNING

District Vice President candidates will not be allowed to campaign at the district level--only an introduction can be made at the District Conference. Campaigning for District VP candidates will remain the same as other offices at the state level. A separate ribbon will be given to the district voting delegates. However, a district voting delegate may be the same member as a state voting delegate.

2) VOTING PROCEDURE

The delegation will be seated by districts. There will be two separate roll calls. The first roll call will obtain the voting delegates that will vote for President, Secretary, Treasurer, Editor, and Historian. These offices will be voted on first. After a majority has been reached for President, Executive Vice President, Secretary, Treasurer, Editor, and Historian, then a new roll call will be read. This roll call

Kansas FBLA--Policies

will obtain the voting delegates for the District Vice Presidents. Only three delegates from each school will be allowed to remain in the assigned voting delegation seating area. All of the District Vice-President candidates will be voted upon at the same time.

400-SELECTING STATE OFFICERS

405 PROCEDURES FOR BECOMING A STATE OFFICER

405.01-Application and Resume. (See Kansas FBLA Bylaws, Article VI, Section 2.)

405.02-Candidate Interviews.

Each candidate for state office is required to be interviewed by the State Executive Board or a committee of the Board members at least 60 days prior to the State Leadership Conference. (1) Candidates, at the discretion of their local adviser may be excused from the scheduled officer candidate interviews for reason of illness, death of a family member or close friend, or hazardous driving conditions. 2) Absences for reasons other than those listed above may be excused by a 2/3 vote of the State Board. 3) Candidates excused may be interviewed at a later date by a committee of State Board members. 4) If a local advisor excuses a candidate for any reason, they must call a State Board member or the host adviser PRIOR to the start of the Officer Candidate interviews.

405.03-Campaign Booth at State Conference.

Space for a campaign booth shall be provided at a designated location during the State Conference. A table and chair(s) shall be available for each candidate for state office. The space for each candidate's booth shall be randomly assigned and limited to the table and the wall space behind the table. The campaign room shall be open and available the afternoon before the beginning of the State Conference to candidates and campaign committees.

405.04-Campaign Speech.

A total time of **two** minutes shall be allowed for a candidate's nominating and acceptance speeches at the general session during the State Conference. The candidate may use the time however they choose.

405.05-Installation Practice Session.

There shall be an installation practice for all newly elected officers following the close of the session in which they were elected. Current officers are required to attend this session.

405.06-Campaign. Campaign posters and signs may only be posted in the campaign booth area. The candidate may hand out materials at the general sessions and may mail out campaign material to local chapters after being approved at the candidate interview meeting.

405.07-Candidate/Voting Delegate Caucus.

A candidate is expected to be present at the Candidate/Voting Delegate Caucus held the evening of the first day of the State conference. Local voting delegates are also expected to attend. All State officer candidates are required to follow the Kansas State Dress Code, while voting delegates and others attending may dress casually. Candidates may change for the dance after the caucus. Every candidate

Kansas FBLA--Policies

applying for the same office will caucus together. All candidates applying for District III (for example) will be asked to come to the front. They will stand in a line alphabetically by last name. The floor will then be open to questions. The current President and Parliamentarian will monitor the questions and time allotted for each office. The number of candidates per office will determine the time allotted for questioning. The candidates will take turns answering the questions first and so forth. This process will allow delegates the chance to ask questions and candidates to have a fair opportunity to answer the questions.

405.08-Officer's Dress at the Awards Program.

The out-going male officers are required to wear a tuxedo. The out-going male officer or his school will pay for the rental fee for the tuxedo. The newly elected male officers may wear a tuxedo or suit and tie. The required attire for female officers is a formal dress. The president is responsible for coordinating the attire of the State Officers for the State Conference.

405.09.01--Officer Commitment.

It is mandatory that all State Officers shall attend all State Board Meetings, State Officer Orientation their District Conference, the State Leadership Conference, the National Fall Leadership Conference, and the National Leadership Conference unless excused by the State Executive Board.

405.09.02--Approval of Absences

A written signed letter must be mailed to the State Chairman at least one week prior to the absence stating the reason an officer must be excused for a Board Meeting or Conference. The excuse letter should include an itinerary of daily activities, date of obligation to other activity, and objective of activity. Letters should be detailed and as informative as possible to aid the decision of the Board. In extreme cases, the excuse letter may be waived by a majority vote of the Board. If no communication is made with the State Executive Board, the absence is automatically unexcused and requires no vote from the Board.

410 NO CANDIDATES FOR AN OFFICE

If there is not a candidate for an office at the time of the election, recommendations to fill that vacancy are made by the Board Elect. The Board Elect shall consider candidates who ran for other offices during the State Conference. If there are no eligible candidates, Policy 420 shall be followed.

415 VACANCY IN THE OFFICE OF STATE PRESIDENT

Should the office of State President become vacant during his/her term, the State Executive Vice President shall automatically assume the office of State President. The new State President shall then appoint a new State Executive Vice President according to Policy 420.

420 VACANCIES IN OFFICES OTHER THAN PRESIDENT

Vacancies in all offices other than President shall be filled by State Board appointment in the following manner:

1. The State Executive Board shall first consider those individuals who ran for the office now vacant.

Kansas FBLA--Policies

2. If item #1 does not produce an individual for the vacancy, the State Board shall consider all other individuals who were unsuccessful candidates for other offices during the previous elections.
3. If item #2 does not produce an individual for the vacancy, the adviser from the school of the officer who resigned shall be asked to recommend an individual from his/her school.
4. If item #3 does not produce an individual for the vacancy, all chapters shall be invited to submit candidates to fill the vacancy.

500--SELECTING NATIONAL LEADERSHIP CONFERENCE CANDIDATES FOR NATIONAL OFFICE AND DELEGATES

505 CANDIDATES FOR NATIONAL OFFICES

FBLA members that would like to be a candidate for National Office must submit a letter of application and resume to the State Executive Board. The applicant must appear in person before the State Board at the Officer Orientation/Board Meeting. The State Executive Board shall review the qualifications for National Officers according to the National Bylaws and shall select and approve the candidate or candidates for national office.

510--ELIGIBILITY

To be considered for a National office, a candidate shall:

- A. Be interviewed and approved by the State Executive Board at the Spring meeting;
- B. Have held, currently holds, or campaigned for a State Office;
- C. Follow and meet the National Candidate requirements.

515--COMMUNICATION

Any National officer from Kansas shall:

- A. Communicate by telephone or e-mail on a monthly basis with the State Chairman and the State President;
- B. If not currently a State Board member, be required to attend the September board meeting and the Kansas State Conference to inform the State Board of national level activities. All National officers are encouraged to attend all State Board meetings.
- C. Be encouraged to attend the Governor's Proclamation and Citizenship Day as well as any other Kansas State FBLA activity.

520—CHAPERONE FOR NATIONAL OFFICER FROM KANSAS

National FBLA officers from Kansas will need to be accompanied to all State and National events by an adult chaperone. This adult chaperone may be a local chapter adviser, assistant local chapter adviser, state chairman/adviser, parent of National Officer, or a school district employee from the National officer's high school.

525--EXPENSES

Any National Officer and his/her adviser (chaperone) shall be reimbursed for: travel expenses, hotel/rooms, and meals for all nationally approved conferences and events not funded by the National Board of Directors. All expenses must be documented with a receipt.

Kansas FBLA--Policies

530—MONETARY SUPPORT FOR NATIONAL OFFICE CANDIDATES

The State Executive Board shall determine the amount of money from the state treasury to be used for the candidate or candidates in the national campaign. All local chapters are encouraged to help and solicit campaign materials for candidates running for national office. (Recommendations, but not limited to: \$500 for National President, Secretary, or Treasurer and \$350 for Regional VP)

535 KANSAS VOTING DELEGATES AT THE NATIONAL LEADERSHIP CONFERENCE

The current State President and Executive Vice-President are the designated voting delegates. If either of these two individuals is running for or currently holding a National FBLA office or if either cannot attend the National Leadership Conference, the State Board shall appoint a replacement at the Officer Orientation/Board Meeting.

Should either of the delegates later find they cannot fulfill their duties at the National Leadership Conference, the Vice-President from their district shall assume the voting delegate responsibility. Any further substitution shall be selected by the State Chair.

600 STATE ADVISORY COUNCIL

605 OBJECTIVES

The State Advisory Council shall:

1. Offer guidance and advice to help Future Business Leaders of America function and improve on all levels;
2. Assist students in their transition into the business workforce;
3. Give advice to graduated students about post-secondary education;
4. Aid in promotion and visibility of FBLA through:
 - a. magazine and newspaper articles,
 - b. radio and television appearances,
 - c. professional organization publications,
 - d. service organization publications,
 - e. company publications;
5. Assist Kansas FBLA in obtaining financial aid.

Advisory Council members may also help judge at district and state conferences.

610 MEMBERSHIP

The membership of the Advisory Council shall consist of one member from each of the Kansas FBLA districts.

The Advisory Council shall be composed of people involved with business in some manner or degree. Each local chapter shall be given the opportunity to submit one name with a resume on the individual to the State Executive Board. The deadline for submitting the name shall be the same as that of submitting a name for a state officer. The State FBLA Executive Board shall then approve or disapprove each candidate. Resumes of those approved candidates shall then be sent to each school in the candidate's district prior to the District Conference where voting shall take place.

Each chapter present at the District Conference shall have two voting delegates who shall vote on the candidates at a general assembly during the conference.

Kansas FBLA--Policies

Initial Advisory Council membership shall include:

1. Districts 1-2-3 members for a three-year term,
2. Districts 4 & 5 members for two-year term,
3. Districts 6 & 7 members for a one-year term.

Thereafter, all terms of service shall be three years.

An individual may serve a maximum of two consecutive terms of service if re-elected at their respective district Conference.

Resignations shall be handled by the State FBLA Executive Board in cooperation with the Vice President from the district from which the council member resigned. It shall be that District Vice President's responsibility to submit at least one candidate with resume to fill the vacant position to the State FBLA Executive Board, who shall then vote on the appointment of the new Advisory Council member. Appointment of individuals shall be for the remainder of the term of service.

615 OFFICERS

The officers of the Advisory Council shall consist of a Chairman, Vice-Chairman, and Secretary. These officers shall perform the duties prescribed by this policy and by Robert's Rules of Order Newly Revised. The officers shall be elected from the council membership. No member shall hold more than one office at a time.

620 MEETINGS

The State Advisory Council shall be invited to all State FBLA Executive Board meetings with their attendance expected during at least three of the board meetings. Besides invitations to all State Executive Board meetings, invitations shall be extended to their respective District Conference as well as the FBLA State Conference. The responsibility for extending the invitations shall lie in the hands of each District Vice-President. The Advisory Council Chairman may call special meetings as needed for special situations concerning the Council. Three members of the Council shall constitute a quorum.

625 PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the council in all cases to which they are applicable and in which they are not inconsistent with this policy and any special rules of order the council may adopt.

630 VOTING AUTHORITY

Each council member shall have one vote at all State Executive Board meetings in which he or she is in attendance

Kansas FBLA--Policies

700--STATE OFFICER CODE OF CONDUCT AND COMMITMENT TO RESPONSIBILITIES

While representing FBLA. . .

1. I shall behave in a courteous and respectful manner, according to the national and state FBLA-PBL guidelines, refraining from language and actions that might bring discredit upon the FBLA-PBL association.
2. I shall fully participate in all appropriate FBLA activities, conferences, workshops, business meetings, etc. for which I have responsibility unless excused by the State Chairman and State Board. This includes, but not limited to, the Officer Orientation Meeting, CTSO Officer Training, National Leadership Conference, Summer Leadership Seminar, National Fall Leadership Conference, Officer Candidate Interview, my District Conference, and the State Leadership Conference. Written notification (not e-mail) must reach State Chairman one week before intended absence. After the first unexcused missed event, the state officer will receive a warning. The second unexcused event will result in a review by the Board with the strongest punishment being dismissal by the Board.
3. I shall abide by the prescribed association dress code.
4. I shall be willing to take and follow instructions as directed by those responsible and meet all deadlines set for me.
5. I shall treat all members equally.
6. When participating in FBLA-PBL assignments, I shall not damage or deface property. I will pay for any damages caused by me to any property or furnishings in hotel rooms, private accommodations and/or buildings.
7. I shall communicate any circumstances which prevent me from carrying out predetermined assignments to appropriate personnel or when personnel cannot be contacted to the President.
8. I realize that I am not permitted to wear any campaign materials at the State Leadership Conference except when campaigning for myself.
9. I shall avoid places and actions that in any way could raise questions as to moral character or conduct.
10. I shall not be in possession of or consume controlled substances.
11. I shall not violate any state or federal laws.

A violation of items 9-11 will result in immediate suspension by the State Chairman followed by a hearing in front of the State Board within 10 days. The State Executive Board may take action up to and including expulsion from the State Board. Due process, as it is outlined in section 750, shall be followed. While under suspension, the accused will be unable to participate in any FBLA activities, officer duties, Board voting session or executive sessions.

Kansas FBLA--Policies

750--DUE PROCESS

1. While undergoing the hearing process, the accused party will be suspended from all duties until actions are taken.
2. The State Executive Board will bring charges against an individual only upon approval of the charges, by the majority of the Board and the State Chairman.
3. The State Chairman has the authority to veto the decision of the State Board to bring charges against an individual if he or she feels the charges are frivolous or unsubstantial.
4. The State Chairman, in cooperation with the local school and FBLA authorities shall conduct investigations, including gathering facts from involved parties and witnesses.
5. Following a hearing, based on a study of facts, the Executive Board will make final determination of guilt or innocence and will take appropriate actions.

755--HEARING PROCESS

1. The State Executive Board will sit as a deliberative assembly with the State President presiding. Any Board members charged with an infraction(s) shall not sit in Deliberative Assembly.
2. The State Chairman shall act as the prosecuting party.
3. The accused shall be allowed the opportunity to defend themselves or may retain their local adviser as counsel.
4. Deliberation shall be conducted in executive session with the State Chairman.
5. When a verdict is reached, the accused shall be immediately notified of the actions being taken.

Kansas FBLA--Policies
Code of Conduct Form

(This form will be completed by **all** members applying for a KS-FBLA state officer position)

As a state officer of **Kansas FBLA**, I agree that I will abide by the prescribed **Code of Conduct**, and I accept **all** the **responsibilities** associated with my office.

(Signature of student)

(Date)

If elected/selected to a State Office in **Kansas FBLA**, the above mentioned student will receive the **full support and endorsement of the high school, local FBLA chapter, parents/guardians, and local adviser(s)** in the execution of the duties of this office and commitment to the **Kansas FBLA Code of Conduct**. Furthermore, ***we*** will provide transportation to and from all Kansas FBLA required activities.

(Signature of local **FBLA adviser**)

(Date)

(Signature of **Parent/Guardian**)

(Date)

(Signature of **High School Administrator and Title**)

(Date)

Kansas FBLA--Policies

800--OFFICER CANDIDATE INTERVIEWING PROCEDURES AND STATE OFFICER CAMPAIGN GUIDELINES

805--Officer Candidate Interviews--General Information

All candidates for a state office in Kansas FBLA will be interviewed in January. This date is determined at the Spring Executive Board meeting, which needs to be at least 60 days before the State Conference. **All** state officer candidates **must be** interviewed on the specified date. In case of a family emergency, which would prohibit the candidate from attending the State Officer interviews in January, the candidate would need to contact the State Chairman, personally, stating the reason for the absence. The State Executive Board will vote whether the absence is a valid one for missing the interviews. The state officer candidate would then have to be available and at another agreeable date for an interview with all or selected members of the Kansas FBLA Executive Board. In case of inclement weather where the candidate lives, the absence will be excused and another interview time will be arranged for a time that is convenient for both the Kansas FBLA Executive Board and the candidate.

810--Officer Candidate Interviewing Procedures

The State Officer Candidate Interviewing procedures are as follows:

- (1) **application letter** is read to entire group by current state president*
- (2) **officer candidate** steps up to the podium to address the group with a short (1-2 minute) introduction speech**

The Introduction speech needs to be **more than just your name and office. Expand on your qualifications for the State Officer you are applying for, reasons for running for this office, and intentions for the office if elected, etc.

State President will recess the Executive Board meeting to conduct the State Officer Candidate Interviews

- (3) individual interviews with current state officer team

After candidates have been introduced and presented their introduction speech, candidates **and** their local FBLA advisers, parents, school officials will go to a separate room(s) for an individual question/answer session with members and advisers of the current state board.

*Candidates will be introduced starting with the office of HISTORIAN and ending with PRESIDENT by last name in alphabetic order.

810.05--Changing/Switching Offices at the State Officer Candidate Interviews

After all candidates and their local adviser, parent, or school official have been interviewed separately, the State President will then reconvene the meeting and will ask the candidates if they would like to change/switch offices. When or IF any changes are made, the KS-FBLA State Executive Board will vote on the **entire slate** of state officer candidates.

815--Campaigning Procedures for District Vice President candidates

Kansas FBLA--Policies

State Officer Candidates that were approved, as state officer District Vice Presidential candidates will campaign at their respective district conference. Depending on the current District VP's conference agenda, **all** District VP candidates will be allowed **2 minutes**, for your election speech. These 2 minutes can be used for a skit, nomination speech, etc. You must provide your own props, boom boxes, etc., if needed, or make arrangements with the current District VP.

District VP candidates are not allowed to hand out any campaign materials, set out any hand-outs, business cards, etc., **before** or **during** the District Conference. If an infraction occurs, the KS-FBLA State Executive Board would discuss and vote on whether or not the candidate should be allowed to continue to run for office at the state conference.

820--Campaigning Procedures for President, Secretary, Treasurer, Editor & Historian candidates

Candidates for **President, Secretary, Treasurer, Editor, and Historian** will have a total of 2 minutes for your election speech on Thursday morning of the State Leadership Conference. The 2 minutes could include a skit, nomination speech, or short presentation--whatever you want to include in your 2 minutes. The candidates will be introduced by the current state officer in that position, starting with Historian and beginning alphabetically by last name. You must provide your own props, boom boxes, etc., if needed. All materials from the speech or skit must be **removed** after the Opening General Session, unless other arrangements are made with the building establishment and/or PDC or another Multimedia Corporation.

825--Campaign Speech Outlines

To avoid any 'campaign' skit or speech surprises at District or State conference, each state officer candidate will **submit** a typewritten **outline** of exactly what the candidate will be doing for their 2 minutes of campaign time and your 'campaign slogan.' The intention for submitting this outline ahead of time is to show the candidates 'time management' skills and try not to makes plans and preparations at the last minute.

The state chairman must receive the copy of the campaign **outline** and campaign slogan at **least one week** before the respective conference.

The state officer candidate and their adviser will be notified if the skit or materials are inappropriate or for further explanation or clarification.

830--Practicing of Campaign before State Conference

Candidates for **President, Secretary, Treasurer, Editor, and Historian** will be able to practice their speech and/or skit on the Wednesday night, approximately beginning at 8:15 p.m., before the State Conference begins on Thursday. Candidates will be on a **first come-first serve** basis on Wednesday evening after the current State Officer Team has completed their rehearsal.

835--Campaign Booth and Campaign Materials for State Leadership Conference

Campaign Booth space (a standard 9' table and 2 chairs) will be provided for each candidate. This space and position will be selected on a first come first serve basis. Candidates from the same school will be grouped together. Campaign Booths can be setup **after** 1 p.m. on Wednesday before the SLC.

Kansas FBLA--Policies

Campaign Booths must be taken down and the area cleaned up specified time in the SLC program on Thursday afternoon.

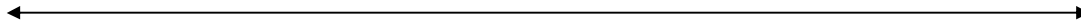
Candidates will need to provide an adult supervisor/sponsor at your booth from 9:30 a.m. on Thursday of the SLC, until you tear down your booth. This sponsor can supervise multiple booths from one school. Candidates will need to provide your own trash bags and/or trash containers at your booth.

840--Campaign Material for State Leadership Conference--at ESU Union & White Auditorium

Candidates planning on supplying any food (cookies, popcorn, snacks, etc) or drinks at their campaign booths will need to make arrangements prior to SLC with the Catering Manager at the SLC site.

Candy must be individually, pre-wrapped, not homemade.

Stickers of any kind will **not** be allowed on the ESU campus, White Auditorium, or ExpoCentre/ Capitol Plaza Hotel. Candidates will need to provide an adult supervisor/sponsor at your booth from 9:30 a.m. until you tear down your booth. Candidates will need to provide your own trash bags and/or trash containers at your booth.



(KS-FBLA Code of Conduct--adopted 11/8/93, revised 10/1/94, 9/30/95, 9/19/98, 11/99, 5/00, 4/02, 3/03, 9/04, 9/05, 9/07)