

# FBLA POLICY AND PROCEDURES MANUAL

## CANDIDATE CRITERIA FOR STATE OFFICERS

1. A candidate may announce candidacy to local chapters by mail prior to the State Business Leadership Conference and after the stated deadline for the State Business Leadership Conference; however, no other campaign materials (flyers, slogans, etc.) are to be sent. Pictures are prohibited.
2. A candidate may not campaign wearing any official designations of his/her current office (name badge, FBLA patch, officer pin and guard).
3. All campaign materials must be approved by the Executive Director or designee prior to use at the State Business Leadership Conference.
4. The candidate's local adviser must accompany the candidate to the orientation meeting at the State Business Leadership Conference.
5. All applicants for state office shall hold a minimum cumulative high school grade point average of 3.0 on the basis of a 4.0 scale and as evidenced by a cumulative, official transcript. Any exception to this rule may be requested in writing at the time of application and is subject to approval of the nominating/screening committee.
6. All candidates will limit out-of-pocket expenditures to \$50. Donations from other sources may be applied to the campaign and are not included in this \$50 sum.
7. A campaign financial report of all income and expenses must be submitted at the orientation meeting. (See Form FBLA-106)
8. Candidates are required to be registered and attend State Business Leadership Conference the year of candidacy.
9. Candidates must meet the qualifications as stated in Article VII, Section 7.3, of the Bylaws.
10. Failure to comply with these policies as determined by a committee comprised of five (5) Regional Advisers, the Executive Director, and the Board of Directors Chair will result in the disqualification of the candidate.

### President, Secretary, Public Relations Officer, Parliamentarian

1. Candidates for the state offices of President, Secretary, Public Relations Officer and Parliamentarian must have state officer application material postmarked by March 1.
2. The Parliamentarian will be selected by the current Executive Leadership Committee based upon application, test score, and the interview process. Therefore, there will be no campaigning for this office.
3. A member of FBLA may announce an intent to run for state office of President, Secretary, or Public Relations Officer at his/her winter regional conference. The member may state only his/her name, school, and the position sought.
4. Should circumstances prevail that the offices of President, Secretary, Public Relations Officer and/or Parliamentarian need filling, the Executive Director and the Board of Directors Chair (with local and regional adviser input) may approve candidacy.
5. Interviews will be conducted prior to final acceptance of the candidate. The interviews will be conducted with the state office, candidate, local adviser, and parent and/or principal.

## Vice President

1. A vice presidential candidate must meet all criteria for the office and submit a regional application (Form FBLA-105) to the Regional Adviser, Executive Director, and current Vice President postmarked no later than the registration deadline for the winter regional conference. (Refer to Candidate Criteria Section.)
2. A vice presidential candidate may announce his/her candidacy for office by giving a one-minute speech at the winter regional conference. The speech should include qualifications, but it may not include reference to platform or goals. Campaign materials or letters of intent are not to be distributed.
3. If no vice presidential candidate has announced candidacy by the winter regional conference deadline, the position will be declared open. At this time the Regional Adviser will recruit and accept regional application forms up to the State Business Leadership Conference registration deadline.
4. If by the State Business Leadership Conference registration deadline a candidate has not been announced, the Regional Adviser may continue recruiting up to one week prior to the State Business Leadership Conference.
5. If no vice presidential candidate has been announced within one week prior to the State Business Leadership Conference, the office will be declared vacant at the State Business Leadership Conference, and applications for the position may be submitted to the Regional Adviser. At that time, the Regional Adviser will form a committee comprised of the former Vice President and two local advisers who will make the selection of the Vice President.
6. If there is no vice presidential candidate by May 15, the region will merge for one year with the closest region(s).
7. At the first regional meeting at the State Business Leadership Conference, the candidate will give a campaign speech to last no longer than five (5) minutes and be prepared to answer questions. A one-minute speech is allowed at the second regional meeting.
8. Voting for the Vice President will be done by voting delegates during a regional meeting at the State Business Leadership Conference. The number of voting delegates shall be determined in the same manner as the voting delegates for the other elections. (See State Business Leadership Conference—Voting Delegates Section.)
9. Interviews will be conducted prior to final acceptance of the candidate. The interviews will be conducted with the state office, candidate, local adviser, and parent and/or principal. For Vice President candidates, the current officer and Regional Adviser will also be present.

## Campaigning

1. Letters may be sent to chapters in the candidate's region (Vice President) or state (President, Secretary, Public Relations Officer, national officer candidate). The content is limited to the candidacy, background, and qualifications for the office. Vice President candidates will give one-minute speeches at their winter conferences, stating their qualifications and FBLA involvement. No goals may be announced in the speech or letter.
2. No campaign materials should be printed until the applicant receives official notification of approval of candidacy. Campaigning will officially begin at the State Business Leadership Conference immediately after all speeches are completed. Campaign materials are not to include multimedia of any type.
3. NO campaign materials are to be distributed unless they are checked and approved by the Regional Adviser or designee (for Vice Presidents) or Executive Director or designee (for President, Secretary, and Public Relations Officer). They are also not to be distributed until immediately after all speeches are completed for each office at State Business Leadership Conference. The speech IS considered part of your campaign because it is used, along with campaign materials, to promote the candidates. Candidates for Parliamentarian do not campaign.
4. Before Opening Session, there will be an information meeting for all candidates for state office at which time duties for each office will be discussed and clarified. Expense forms will be turned in at this time. Local advisers are expected to attend this meeting with candidates.
5. Campaign booths will be set up at the time specified in the SBLC program. It is recommended that a booth manager be at the campaign booth at this time. Space is limited to two assistants behind the booth; number of assistants working on the campaign is not limited. There is also to be ABSOLUTELY NO MATERIALS HUNG ON THE WALLS. Booths will be torn down immediately after campaigning. The state officers will check the facilities for cleanliness, and if ANYTHING is found with the candidate's name on it, it will be disposed of.
6. The candidates for Vice President will give one-minute speeches at their winter regional conferences. At SBLC, the Vice President candidates will give a speech up to five minutes, including campaign manager's introduction, in their first regional meeting on Thursday. After all speeches are given, there will be a question and answer time where members and advisers will be allowed to ask questions of the candidates. Voting will be done at the second regional meeting.

7. The President, Secretary, and Public Relations Officer candidates MAY give an introductory speech at their region's winter conference. At SBLC, the candidates for President, Secretary, and Public Relations Officer will give a speech up to five minutes, including campaign manager's introduction, before the entire state delegation. After all speeches are given, there will be a question and answer time where members and advisers will be allowed to ask questions of the candidates. Voting will be done at the voting session Saturday morning before the Awards Session.
8. The Parliamentarian candidates will take the parliamentary procedure written test and do not campaign or give speeches. The three candidates with the highest scores who have submitted applications will be interviewed by the State Executive Leadership Committee, who will make the final selection. The President will appoint the Parliamentarian following the interviews which are held on Friday of SBLC.
9. Candidates for President, Secretary, Public Relations Officer, and national officer will rotate through different rooms, each occupied by one to three regions Friday night. At this time, the voting delegates, members, and advisers will ask questions of those candidates. Vice President candidates do not caucus, as they were questioned at their regional meetings.
10. Campaign materials are not to include multimedia of any type. "Multimedia" for this purpose is defined as the use of videos, slides, and computer presentations. The use of audio players and unamplified musical instruments will be allowed. Candidates may use only the microphones provided.

### Voting Procedure

A state officer shall explain the following voting procedures.

1. In order to vote, each voting delegate must wear a name badge and the delegate ribbon, and both must be visible.
2. A count of voting delegates shall be taken by the state officer using the roll-call method.
3. Once the roll call begins, additional voting delegates may not vote, but they may be permitted to observe.
4. A state officer shall then compute the number of votes required for a simple majority vote (50% + 1).
5. Voting shall be by secret ballot.
6. If no candidate receives a simple majority on the second ballot, the candidate receiving the lowest number of votes on the ballot shall be dropped from the third round of voting. If necessary, the candidate receiving the lowest number of votes from the ballot shall be dropped from each subsequent ballot until one candidate receives a majority of the votes.
7. A state officer shall then announce the results of the vote and announce the winner.
- \* All forms referred to in this document will be included in SBLC registration materials in the FBLA State Office.
- \* The Vice Presidents are "state officers."

### **NATIONAL OFFICER CANDIDATES**

1. Any member of FBLA who wishes to run for national office must submit the following items to the Executive Director by the stated deadline:
  - a. Completed national officer application form for Washington State
  - b. Letter of application
  - c. Confidential recommendations from the local adviser, school administrator or counselor, and employer, if applicable
  - d. Official, cumulative transcript
2. National officer candidates must attend the orientation meeting at the State Business Leadership Conference with their local adviser.
3. Each national officer candidate will make a 3-5 minute speech at the designated time at the State Business Leadership Conference. He/she should also be prepared to answer questions during caucusing and later in the conference.
4. Voting shall take place at the same time as the offices of President, Secretary, and Public Relations Officer--following the same format. (See State Officer Section.)
5. The candidate receiving the simple majority of votes after the last count will be the national officer candidate from Washington State.
6. If the number of candidates has been reduced to two (2) and neither has received a simple majority after two (2) ballots, the current Executive Leadership Committee shall make the final selection.

7. The chaperone(s) for the Washington State national officer will be decided by the Board of Directors.

## STATE OFFICERS

### Conduct

1. State officers are not permitted to wear any campaign materials at the State Business Leadership Conference or to campaign for a candidate. If state officers are candidates, they may campaign for themselves; however, they must not wear anything that would identify them as state officers. (See State Officer Candidates)
2. State officers may be allowed to drive themselves when they are on FBLA state association business outside of their community with written permission from their local school district and a parent/guardian. A copy of the permission form shall be given to the primary adviser, the original to the Executive Director. Vice Presidents should give the original to their Regional Adviser.
3. State officers must comply with the FBLA Code of Conduct (See Form FBLA-107) and Conference Dress Code.
4. A state officer may compete in one (1) individual or team competitive event and one (1) chapter event in addition to "Who's Who in FBLA" at the State Business Leadership Conference site.
5. State officers are responsible to the Executive Director or appointed designee(s) during the State Business Leadership Conference. During National Leadership Conferences, state officers must have a designated chaperone who is identified on Form FBLA-108. This form must be followed by all state officers traveling to national conferences.

### Required Functions

1. All state officers are required to attend the following:
  - a. State Officer Training
  - b. All Executive Leadership Committee Meetings
  - c. All Board of Directors Meetings, if applicable (President and Secretary, primarily)
  - d. State Business Leadership Conference
2. Exceptions must be cleared by the Executive Director in the case of extreme family or medical emergencies.
3. All state officers are encouraged to attend the following:
  - a. National Fall Leadership Conference
  - b. National Leadership Conference
4. All state officers must be enrolled in a Business Education course during their term in office or have completed a Business Education Program sequence as defined in their district.
5. Failure to comply with the above-listed policies will result in the removal of the officer from office. (See Removal of a State Officer)

### Finances/Budget

1. Expenditures must be approved by the Executive Director prior to incurring the expense.
2. Meals for Executive Leadership Committee meetings will be reimbursed, not exceeding current state rates as defined by OSPI. Receipts over \$5 must be attached to expense vouchers. Housing expenses will be reimbursed as authorized by the Executive Director. Mileage costs will be reimbursed not exceeding the current state rate as defined by OSPI to authorized drivers.
3. Reimbursement forms must be submitted to the Executive Director within ten (10) working days of encumbrance.
4. Telephone expenses as incurred through performance of state-assigned duties will be reimbursed as per budget.
5. One roll of stamps may be issued to each state officer per year. Additional stamps may be requested through the Executive Director.
6. Regional moneys will fund and reimburse Vice Presidents' regional expenses (except Executive Leadership Committee meetings)--Regional Adviser approval required.
7. Stationery items will be ordered by the Executive Director only.
8. Regions may sponsor regional fund raisers for profit with Regional Adviser's approval.
9. All moneys due Washington State FBLA from the sale of membership sale items and fund raisers will be submitted to Washington State FBLA as soon as practicable or by the end of the State Business Leadership Conference dates.

10. Any sale items checked out from Washington State FBLA shall be matched with an inventory form (may be obtained from the State Office). Remaining items shall be returned to the State FBLA Office prior to the State Business Leadership Conference or upon request of the Executive Director and/or Board of Directors Chair.
11. Travel to the National Fall Leadership Conference (Western Region) will NOT be funded by Washington State FBLA for state officers. State officers' travel arrangements are to be coordinated through the local adviser/chapter.
12. All expenses or portions thereof to the National Leadership Conference and Institute for Leaders will be funded for the Washington State Executive Director or Board of Directors Chair.
13. All expenses or portions thereof to National Leadership Conference will be funded for the Washington State FBLA President.

### Uniform

1. A state officer is required to purchase his/her own uniform.
2. The uniform for Washington State officers shall be a navy suit or coordinated blazer with slacks or skirt. Officers will select from state-approved options. The official FBLA emblem patch, officer pin and guard, and name badge shall be worn on the uniform. The name badge will be placed on the right lapel. The officer pin and guard will be placed on the left lapel. The FBLA emblem patch will be placed on the lower left pocket. The Washington State pin will be used for out-of-state travel and will be directly below the name badge.
3. State officers must wear the official Washington State uniform at any function where they may be representing FBLA or when requested to do so by the Executive Director or designee.
4. Any badges or pins that do not relate to FBLA are not to be worn with the official uniform.
5. The initial cost of the official emblem patch, officer pin and guard, and name badge will be funded by Washington State FBLA.

### State Officer Leadership Evaluation Process

1. Evaluations will be conducted of the state officers' performance. The Executive Director or designee will evaluate the State President, Secretary, Public Relations Officer, and Parliamentarian. Regional Advisers will evaluate the State Vice President of their respective regions.
2. A meeting will be scheduled during the September and January meetings for the officer and evaluator to go over their evaluation. A November review will be conducted by phone. If the evaluation score is low for a State Vice President, the Executive Director will be present at the interview either in person or by phone.
3. If an officer's score is 69 or less, the officer will be placed on probation. The Executive Director and Regional Adviser will decide the length of probation, not to exceed 30 days.

### Probation

1. If the officer is placed on probation, a letter will be sent to the officer, parent, local adviser, principal, and career and technical director informing them of probation, the plan for improving performance, timeline for improving behavior, and a copy of evaluation.
2. The officer will be re-evaluated at a time determined in the behavior timeline, and if the officer's score is increased to at least 70, probation will be suspended. If the officer's score remains less than 70 points at re-evaluation, the officer will be removed from office.

### Removal

A letter will be sent to the officer, parent, local adviser, principal, and career and technical director informing them that the officer's performance did not improve to acceptable standards by the stated time, and the officer will be removed from office.

The final approval to remove will be determined by a vote of the Board of Directors.

The Executive Director or Board of Directors Chair shall notify the officer in writing of the results of the vote and the recommendation being made.

### Parliamentarian Selection Process

1. The current Executive Leadership Committee shall interview the three (3) members scoring the highest on the parliamentary procedures written test at State Business Leadership Conference who have submitted state officer application materials for this position. Predetermined questions will be asked of all candidates.
2. The Parliamentarian will be elected by a simple majority of the Executive Leadership Committee present at all three interviews.

### Vacancy

1. In the event of a vacancy in the office of Secretary, Public Relations Officer, or Parliamentarian following the State Business Leadership Conference, the position shall be filled by the following procedure:
  - a. An announcement of an opening shall be made public to all applicable active chapters.
  - b. Applications will be screened by a committee appointed by the Board of Directors Chair, to include student officers and advisers.
  - c. Action on the committee's recommendation is taken by a two-thirds (2/3) majority vote of the Executive Leadership Committee, subject to approval by the Board of Directors.
2. In the event of a vacancy in the office of President, the Executive Director shall appoint a President Pro Tem. As soon as possible, the Executive Leadership Committee shall nominate a current State Officer and submit the nomination to the Board of Directors for approval. Upon approval, the individual shall assume the duties of the President. A vacancy in any other office shall be filled by a two-thirds (2/3) majority vote subject to the approval of the Board of Directors.

### **COMMITTEES**

1. The State President may, with the approval of the Executive Leadership Committee, establish committees (with the exception of the Nominating/Screening Committee), appoint members for a period not to exceed his/her term in office and assist these committees as necessary in conducting their activities.
2. Committee business may be conducted by mail at the discretion of the committee's chair. The activities of the committee shall be reported no later than the next regular Executive Leadership Committee meeting.

### **TRAVEL**

1. For out-of-state travel there must be one (1) FBLA adviser/chaperone for the first eight students attending and an adult chaperone for each additional eight or increments thereof. For in-state overnight travel, there must be one (1) FBLA adviser/chaperone for the first ten (10) students and an additional adult chaperone for each additional ten (10) or increments thereof. For in-state travel, there must be one (1) FBLA adviser/chaperone for the first fifteen (15) students and an additional adult chaperone for each additional fifteen (15) or increments thereof. The Executive Director, Board of Directors Chair or Board of Directors Chair-appointed designee may chaperone.
2. At the National Leadership Conference, state officers are under the supervision of the accompanying adviser (usually local chapter adviser) and the designated chaperone (see Form FBLA-108). When a student must perform his/her duties as a state officer, he/she will be supervised by the Executive Director, Board of Directors Chair, or appointed chaperone. The officer must also keep the accompanying chaperone informed of his/her activities at all times.
3. For out-of-state travel, all delegates are expected to attend any scheduled state meetings conducted on-site.
4. Signed copies of the Code of Conduct and Emergency Medical Treatment Authorization shall be on file and in the possession of the Executive Director or designee for any student for all national travel events, prior to departing the State of Washington, and in the possession of the local chapter adviser or adult chaperone for all other FBLA travel and events (e.g., Fall/Spring Conferences, chapter events, State Business Leadership Conference, etc.).
5. Students are responsible for keeping their adviser(s)/chaperone(s) informed of their whereabouts at all times.
6. Members and advisers should wear the Washington State pin during all out-of-state travel.
7. Curfew times will be set by the Executive Director at the beginning of each conference.

## STATE BUSINESS LEADERSHIP CONFERENCE

### Voting Delegates

Each local chapter in good standing shall be entitled to send from its active membership two to four (2 to 4) voting delegates and one alternate for each voting delegate to the State Business Leadership Conference in accordance with the following:

- |    |        |                        |                    |
|----|--------|------------------------|--------------------|
| a. | 1-50   | members in the chapter | 2 voting delegates |
| b. | 51-100 | members in the chapter | 3 voting delegates |
| c. | 101+   | members in the chapter | 4 voting delegates |

### Registration

1. For an FBLA member to compete at the State Business Leadership Conference, the local chapter must be registered and in attendance at the conference. All home-site competitors, i.e. computer events, must register for State Business Leadership Conference.
2. State Officers, Regional Advisers, Board of Directors Members, Executive Director, and Lifetime Professional Members do not pay State Business Leadership Conference registration fees.
3. Refunds for State Business Leadership Conference registration will not be given unless requested three (3) weeks before the opening date.

### Events

1. If an event is not offered at the State Business Leadership Conference, no one will be permitted to compete at the National level in that particular event. Any member may participate in open events at the National Leadership Conference.
2. The events offered at the State Business Leadership Conference will adhere to the most current issue of the Washington State *Business Competitive Event Guidelines*, as approved by the Executive Leadership Committee and the Board of Directors.
3. A person who placed first in a state event and/or competed at Nationals in that event cannot compete in that event again. Exceptions to this would be team events. (See *National Awards Program* and Washington State *Business Competitive Event Guidelines*.) It is the responsibility of the student and primary adviser to assure this eligibility.
4. First-place, second-place, and in most events third-place winners, as designated by the National Awards Program, may compete at the National Leadership Conference. To fill the competitive event, the Executive Director may select up through the fifth-place person until the registration deadline. If none of the top five (5) winners can attend, the competitive event will not be filled. This policy will be aligned with the national guidelines as they become updated.

### Payment

1. Registration postmarked after the state deadline will be returned, and conference attendance will be denied.
2. All purchase orders **MUST BE** paid to the appropriate agency or FBLA state office by June 30, or a late fee will be added.
3. Any chapter owing fees from any previous activities will be denied registration for the current State Business Leadership Conference until payment is made for all fees owing.

## APPROPRIATE CONDUCT AT STATE AND NATIONAL CONFERENCES

1. At the State and National Conferences, students are not allowed to make room charges (e.g., movies, room service, and telephone calls from their rooms).
2. Curfew times will be followed as stated in the conference guidelines, unless extended or changed by the local adviser for the local chapter. If such designated times are changed, students must be chaperoned. The local chapter adviser/chaperone assumes full responsibility for each student.
3. Use of swimming pools, hot tubs, saunas, and exercise rooms are off limits for students and advisers at the State Business Leadership Conference from the published beginning time of conference to the published end time of conference due to liability issues. Local advisers are expected to enforce this rule.
4. All hotel/motel rules must be followed at all times.

5. A signed Code of Conduct and Emergency Medical Treatment Authorization Form (FBLA-107) must be in the possession of the adviser for each student chaperoned at all state and national conferences. In addition, a copy of these forms must be in the possession of the Executive Director or Board of Directors Chair *or* appointed chaperone for each student attending national conferences prior to leaving the State of Washington.

## MISCELLANEOUS

### Appeal Procedure

1. Any member, adviser, or chapter may appeal procedural decisions of the Regional Adviser to the Executive Director. This shall be accomplished by filing a written request for review of the action within five business days after being notified of the decision in question. This petition must describe the decision being appealed and the factual basis for review. If the appeal is not resolved by the Executive Director, the petitioner can request in writing a final decision by the FBLA Board of Directors.
2. Upon receipt of the petition, the Board of Directors Appeals Board shall conduct a hearing at the earliest possible time to hear the appeal. The Board of Directors, upon hearing the report of the Appeals Board, may affirm, reduce, or reverse the decision. The petitioner shall be notified of the ruling.
3. Throughout the appeal process, at every level, the petitioner shall have the opportunity to be heard and present evidence to support his/her/their position.
4. The decision of the Board of Directors shall be final.
5. This appeal procedure shall not apply to or supersede the procedure either for contestant disqualifications as defined in the FBLA Events Guidelines, or in the decision of judges for competitive events.

### Membership Educational Expense

Budget permitting, up to \$100 will apply to each state competitor winner attending and competing (does not apply to open events) at the National leadership conference through the state approved travel package. This will be subject to the attendance at state meetings at NLC. Competitors will be required to sign in at all NLC state meetings.

### State Historical Record

The state historical record(s) (e.g., slide show, scrapbook, and annual state report) is the property of Washington State FBLA and will be kept in the possession of the Executive Director, Board of Directors Chair or Board of Directors Chair designee.

### Member Questions/Concerns

Any member questions/concerns should initially be directed to the local chapter adviser, the Regional Adviser, then Executive Director; and finally, the Board of Directors Chair may be called upon to answer questions or resolve concerns.

### Regional Advisers

1. The term of office for a Regional Adviser is three (3) years. He/she may serve a three-year term on the Board of Directors.
2. Regional Advisers shall attend:
 

a. State Officers' Training Conference	TBA May through July
b. Executive Leadership Committee Meetings	September, Winter, Spring
c. All Board of Directors' Meetings	If serving on Board (3-year term)
3. Regional Advisers shall be reimbursed for expenses incurred in performance of their state duties if approved by the Board of Directors. Receipts are required for amounts over \$5. Meal costs are not to exceed state rates or amounts determined by the Executive Director or Board of Directors Chair.
4. Regional Adviser reimbursement for regional responsibilities is at the discretion of the region.
5. In the event of a vacancy in the position of Regional Adviser, replacement procedures of the respective region will prevail. A State Patrol background check will be made on all potential Regional Advisers. This report will be sent directly to the Washington State FBLA legal counsel for review and will remain confidential.

### Regional Travel

1. Officers may request reimbursement of mileage and expenses when invited to attend fall and/or winter conferences upon approval of the host regional adviser. Reimbursement of mileage and expenses for the state staff or Board of Directors Chair invited to attend fall and/or winter conferences shall be funded by the region, not to exceed \$50. If a state officer lives in the same region as the sponsoring region, the officer is expected to travel with the local chapter to the regional activity. The reimbursement rates will not exceed state rates as defined by OSPI.
- ~~2. The state staff and/or Board of Directors Chair may provide transportation for students who attend FBLA activities when necessary.~~
- ~~2. The state staff and/or Board of Directors Chair may provide transportation for state officers who attend FBLA activities when necessary.~~

### **EMBLEMS, INSIGNIA AND COLORS**

1. The Washington State FBLA emblem and insignia shall be the emblem and insignia of the national organization. The emblem and insignia shall be uniform in all local chapters. Only members in good standing may wear or use the official emblem and insignia.
2. The official colors of Washington State FBLA shall be blue and gold.

### **GOVERNANCE**

1. Policies and/or procedures shall be enforced by the Executive Director, Board of Directors Chair, all advisers and the Board of Directors of Washington State Future Business Leaders of America, Inc.
2. Any exceptions or revisions to these policies must be approved by the Board of Directors.

Adopted and approved for distribution this 21st day of September 2007.

Travel Requirements for FBLA State Officers Attending Nationals

**Listed below are the expectations and requirements for the Washington State FBLA Officers who attend the National Leadership Conference in June-July, as well as for those officers who attend the National Fall Leadership Conference.**

As state officers, it is important that all rules for curfew and communication with chaperones are followed. The other students traveling with the Washington State group look to the state officers to set examples of the proper behavior while traveling. Listed below are the requirements:

1. It is **required** for all state officers to **stay in the same hotel** as the other state officers and the Executive Director (or designated person).
2. The state officers will **report to a designated chaperone** and keep this chaperone informed of his/her whereabouts at all times.
3. The designated chaperone should have no more than eight officers assigned to them--following the national ratio of eight students to one adviser. This chaperone should be someone traveling with the state group, preferably a Regional Adviser or an FBLA adviser traveling specifically for this duty.
4. The state officers **must follow the designated curfew times** by being in their assigned rooms, staying in their assigned rooms, and not allowing other students in their rooms. The Executive Director (or designated person) and the designated chaperone must approve any exceptions to this.
5. The state officers must participate in all conference activities that the Executive Director requests them to attend.
6. A copy of these requirements must be sent to each state officer's local chapter adviser.

I agree to abide by these requirements and understand that any violations to the above shall be deemed as a violation of the Code of Conduct and treated accordingly.

Designated State Chaperone \_\_\_\_\_

Accompanying Chaperone \_\_\_\_\_

FBLA Officer \_\_\_\_\_

Parent or Guardian \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 200\_.