

# **FBLA POLICY AND PROCEDURES MANUAL**

## **CANDIDATE CRITERIA FOR STATE OFFICERS**

1. A candidate may announce candidacy to local chapter 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. Donation sources must be listed (see #7).
7. A campaign financial report of all income and expenses must be submitted at the orientation meeting.
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, Executive Vice President/National Officer, Parliamentarian**

1. Candidates for the state offices of President, Secretary, Public Relations Officer, Executive Vice President/National Officer, and Parliamentarian must have state officer application materials 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 intent to run for state office of President, Secretary, Public Relations Officer, or Executive Vice President/National 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, Executive Vice President/National Officer, or Parliamentarian need filling, the Executive Director and the Board of Directors Chair (with local and regional adviser input) may approve candidacy.
5. If there is no candidate for Executive Vice President/National Officer, this position will not be filled.
6. 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. Executive Vice President/National Officer candidates will also make a presentation to the Board of Directors at the next board meeting following State Business Leadership Conference.

### Vice President

1. A vice president candidate must meet all criteria for the office and submit a regional application 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 Executive Director or Program Specialist, candidate, local adviser, and parent/and/or principal. For vice presidential candidates, the current officer and Regional Adviser will be present.

### Executive Vice President/National Officer

1. The primary function of the Executive Vice President is to be the candidate for Washington State FBLA for national office. The person elected to this position will also serve in a dual state and national role.
2. If the candidate is unsuccessful in obtaining the national office he/she is seeking, he/she will assume the duties of a state officer and member of the Executive Leadership Committee as determined by the state office.
3. If, after election at the State Business Leadership Conference, the Executive Vice President declines to run for a national office, he/she will be removed from the elected position, and the position will not be open for appointment or re-election.
4. If there is no elected Executive Vice President and therefore, no candidate for national office, any member may apply for national office following procedures outlined in the National office candidate guide.
5. The Executive Vice President is required to attend all meetings of the Executive Leadership Committee and adhere to all rules governing state officers.

### Campaigning

1. Letters may be sent to chapters in the candidate's region (Vice President) or state (President, Secretary, Public Relations Officer, Executive Vice President/National Officer). 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 qualification and FBLA involvement. No goals may be announced in the speech or letter.

2. No campaigning 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 President) 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 in ANYTHING is found with the candidate's name on it, it will be destroyed.
6. The candidates for Vice President will give on-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, Public Relations Officer, and Executive Vice President/National Officer candidates MAY give an introductory speech at their region's winter conference. At SBLC, the candidates for President Secretary, Public Relations Officer, and Executive Vice President/National 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 does 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 Executive Vice President/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 the 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 (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 lower 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.
8. All forms referred to in this document will be included in SBLC registration materials in the FBLA State Office.
9. Vice Presidents are "state officers."

### **NATIONAL OFFICER CANDIDATES**

1. Any member of FBLA running for a national office will also run for Executive Vice President on the state level and must submit the following items to the Executive Director by the stated deadline:
  - a. Completed Washington State FBLA officer application form
  - b. Letter of application
  - c. Confidential recommendations from the local adviser, school administrator or counselor, and employer, if employed
  - d. Official cumulative transcript
  - e. The national officer application must also be submitted to the state office by May 1 and to the national office by the stated national officer application deadline.
2. Executive Vice President/National Officer candidates must attend the orientation meeting at the State Business Leadership Conference with their local adviser.
3. Each Executive Vice President/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.
5. 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 lower number of votes from the ballot shall be dropped from each subsequent ballot until one candidate receives a majority of the votes.
6. The chaperone(s) for the Washington State national officer will be determined 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 they are candidates, they may campaign for themselves; however, they must not wear anything that would identify them as a current state or national officer. (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 or Program Specialist.
3. State officers must comply with the FBLA Code of Conduct and Conference Dress Code.
4. A state officer may compete in one (1) individual or team performance event and one (1) chapter event in addition to "Who's Who in FBLA" at the State Business Leadership Conference site. They may also compete in non-performance based testing per state rules.
5. State officers are responsible to the Executive Director, Program Specialist, or appointed designee during the State Business Leadership Conference. During National Leadership Conference, state officers must have a designated chaperone who is identified on the required form. 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)
  - 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 Leadership Conference
  - b. National Fall 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. All state officers must pay dues.
6. Failure to comply with the above-listed policies will result in the removal of the officer from office. (See Removal of a State/National Officer.)

#### Finances/Budget

1. Expenditures must be approved by the Executive Director prior to incurring 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 expense will be reimbursed as authorized by the Executive Director. Mileage costs will be reimbursed not to exceed 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 incurring the expense.
4. Regional moneys will fund and reimburse Vice Presidents' regional expenses (except Executive Leadership Committee meetings). Regional Adviser approval is required.
5. Stationery items will be ordered by the state office.
6. Regions may sponsor regional fund raisers for profit with Regional Adviser's approval.
7. 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.
8. 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.
9. Travel to the National Fall Leadership Conference will NOT be funded by Washington State FBLA for state officers. State officers' travel arrangements are to be coordinated through the local adviser/chapter.
10. All expenses or portions thereof to the National Leadership Conference and Institute for Leaders will be funded for the Washington State Executive Director and Program Specialist.
11. All expenses or portions thereof to National Leadership Conference will be funded for the Washington State FBLA President.

#### State Officer Leadership Evaluation Process

1. Evaluations will be conducted of the state officers' performance. The Executive Director, Program Specialist, or designee will evaluate the State President, Secretary, Public Relations Officer, Executive Vice President/National 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 evaluations. A November review will be conducted by phone. If the evaluation score is unacceptable for a State Vice President, the Executive Director will be present at the interview either in person or by phone.
3. If an officer received an unacceptable evaluation, 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 improvement, and a copy of the evaluation.
2. The officer will be re-evaluated at a time determined in the behavior timeline, and if the officer's evaluation is improved to a level determined by the Regional Adviser (Vice Presidents) or Executive Director (other positions), probation will be suspended. If the officer's evaluation is not improved, the officer will be removed from office.

#### Removal

1. 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.
2. The final approval to remove will be determined by a vote of the Board of Directors.
3. 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) numbers 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 Regional Adviser or Executive Director, whichever applies.
  - c. Action on the committee's recommendation is taken by a two-thirds (2/3) majority vote of the Executive Leadership Committee.
2. In the event of a vacancy in the office of Executive Vice President/National Officer, the office of Executive Vice President will remain vacant. However, a member may run for national office if the national officer application is received in the state office by May 1. Otherwise, no one from Washington State FBLA shall run for national office.
3. 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 the Board of Directors for approval. Upon approval, the individual shall assume the duties of the President.
4. If there is a resignation or removal of Vice President, an appointment will be made to replace that Vice President. The appointed position will be a state officer position pending approval of a two-thirds (2/3) majority vote of the Executive Leadership Committee.
  - a. The officer resigning their position must reimburse the state and/or region (whichever is applicable) for any expenses incurred on their behalf, i.e. business cards, officer insignia, and uniform.

b. the decision to fill a Vice President vacancy will be at the discretion of the Regional Adviser.

**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, electronic medium, or phone at the discretion of the committee 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 (8) students attending and an adult chaperone for each additional eight (8) 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, Boar 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. When a student must perform his/her duties as a state officer, he/she will be supervised by the Executive Director, Program Specialist, 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 all 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, Program Specialist, 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/Winter 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

“Voting delegates” are those members designated by their chapters as voting representatives for their chapter or state.

The term “delegate” refers to any member in attendance at a state or national conference.

1. Each local chapter in good standing shall be entitled to send from its active membership two to four (2-4) 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, competitors 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, Program Specialist, and lifetime professional members do not pay registration fees.
3. Refunds for State Business Leadership Conference registration will not be given unless requested three (3) weeks before the opening date.
4. All members and advisers are required to stay in the conference hotel(s). However, chapters within a 20-mile radius may apply for an exemption which would allow members and advisers to commute to conference on a daily basis. A letter must be received in the state office from a district official, at the time of registration, accepting school liability for participant travel.

#### 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 Board of Directors.
3. A person who placed first in a state event and/or competed at Nationals I 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 of the current State Business Leadership Conference until payment is made for all fees owing.
4. Any chapter owing fees from any previous activities will be denied registration of the current National Leadership Conference until payment is made for all fees owing.

### **NATIONAL LEADERSHIP CONFERENCE**

#### Competitors/Voting Delegates

1. Every attempt will be made by the Executive Director to fill all competitive event entries allowed by the national office. Two or three competitors are allowed. Qualifiers will be selected from the top five (5) winners at SBLC, starting with first place, proceeding through fifth until competitors have confirmed availability.
2. Interested winners must complete an Intent to Compete form and send it to the state office by the established deadline. If this form is not received in the state office by the deadline, the next person in the top five will be contacted until the vacancy is filled.
3. A state travel package will be arranged, with or without air fare included. Competitors will receive a pre-determined amount to be subtracted from their travel expenses.

4. All conference attendees are expected to fully participate in NLC. Competitors receiving travel scholarships from the state must attend six (6) major functions:
  - a. The Washington State meeting
  - b. Western Region meeting (Campaign Rally)
  - c. Their competitive event
  - d. Western Region voting session
  - e. Opening session
  - f. Closing session
5. If competitors do not attend the above-listed functions, they will be billed at their home addresses for the amount of the travel scholarship.
6. A person competing in an event at the national level may not compete in that event again. Exceptions to this would be team events. (*See National Awards Program and Washington State Business Competitive Event Guidelines.*)
7. National guidelines, rather than state guidelines, must be consulted by competitors in any event.

#### Payment

1. A fifty percent (50%) deposit must be paid to the state office by the established deadline for all delegates traveling with the state travel package.
2. Final payment must be made by June 30 or a late fee per registration will be added.

#### **APPROPRIATE CONDUCT AT STATE AND NATIONAL CONFERENCES**

1. At the State and National Leadership 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 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 Program Specialist 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 or Executive Director. This shall be accomplished by filling 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 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 the following national conference events:

- a. The Washington State meeting
- b. Western Region meeting (Campaign Rally)
- c. Their competitive event
- d. Western Region voting session
- e. Opening session
- f. Closing session

#### State Historical Record

The state historical record(s) (e.g., slide show, scrapbook, annual 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 or resolve concerns.

#### Regional Advisers

1. The term of office for a Regional Adviser is two (2) years, and serve two (2) terms may be served. After the expiration of the second term, if no adviser within the region is appropriately designated as Regional Adviser, the current Regional Adviser may serve another term until a new Regional Adviser is appointed by the region. He/she may serve a two-year term on the Board of Directors as long as he/she retains the position of Regional Adviser.
2. Regional Advisers shall attend:
  - a. State Officer Training – May or June
  - b. Executive Leadership Committee meetings – September, January, April
  - c. All Board of Directors meetings – if serving on the Board
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 Legal Counsel 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 will not exceed state rates as defined by OSPI.
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. Policy and procedures shall be enforced by the Executive Director, Board of Directors Chair, all advisers, and the Board of Directors of Washington State FBLA, Inc.
2. Any exceptions or revisions to these policies must be approved by the Board of Directors.