

**ARKANSAS**

**FUTURE**

**BUSINESS**

**LEADERS OF**

**AMERICA**



**State Handbook**

**2017-2018**

---

**Elevate Your Future**

---

**Revised August 2017**

# TABLE OF CONTENTS

## History of Arkansas FBLA

|  |   |
|--|---|
| FBLA State Advisers and State Chairs ..... | 4 |
| District Division .....                    | 5 |
| District Map .....                         | 6 |
| National Officers and Board Members .....  | 7 |

## Constitution and Bylaws

|                    |    |
|--------------------|----|
| Constitution ..... | 8  |
| Bylaws.....        | 11 |

## State and National Officers

|  |       |
|--|-------|
| State Officers .....   | 15    |
| State Officer Candidate Requirements.....                          | 15    |
| State Officer Requirements .....                                   | 15-16 |
| Role of a State Officer .....                                      | 16    |
| Duties and Responsibilities of State Officers .....                | 16-18 |
| Responsibilities of Local Adviser .....                            | 19-20 |
| Qualifications and Procedures for National Officer Candidates..... | 20    |
| National Officer Requirement Sheet.....                            | 21-22 |

## Chapter Services.....23-25

## State Awards Program

|   |       |
|---|-------|
| General Information.....                                | 26    |
| Arkansas Activities Association (AAA) Eligibility ..... | 26-27 |
| Competitive Events.....                                 | 28-29 |
| Skill Events .....                                      | 30    |
| Online Testing.....                                     | 30    |

## Competitive Events–Scholarships

|  |    |
|--|----|
| Mildred Brading - Mary Alice Elam .....                  | 31 |
| Heather Stocks .....                                     | 32 |
| Hettie Lou Martin State Adviser Award .....              | 33 |
| Mildred Brading - Mary Alice Elam Application .....      | 34 |
| Mildred Brading - Mary Alice Elam Rating Sheet .....     | 35 |
| Heather Stocks Rating Sheet .....                        | 36 |
| Hettie Lou Martin State Adviser Award Rating Sheet ..... | 37 |

## Competitive Events–Recognition

|   |       |
|---|-------|
| Adviser Service Awards.....   | 38    |
| Businessperson of the Year .....  | 39    |
| Gold Seal Chapter Award of Merit.....                                     | 40    |
| Membership Awards .....   | 41    |
| Outstanding Local Adviser Award .....                                     | 42    |
| Who’s Who in FBLA.....  | 43-44 |
| Local Adviser Service Award Entry Form.....                               | 45    |
| Businessperson of the Year Rating Sheet .....                             | 46-47 |
| Largest Chapter Membership – Market Share Entry Form .....                | 48    |
| Largest Local Chapter Membership – Professional Division Entry Form ..... | 49    |
| Local Recruitment of Chapters .....                                       | 50    |
| Outstanding Local Adviser Rating Sheet.....                               | 51-52 |
| Who’s Who in FBLA Rating Sheet.....                                       | 53-54 |

**District Officer Supplement**

District Officers..... 55  
Qualifications and Procedures for District Officer Candidates ..... 55  
District President/State Vice President..... 56  
District Vice President..... 57  
District Secretary..... 58-59  
District Treasurer ..... 59  
District Reporter ..... 59-60  
District Parliamentarian..... 59  
Officer Vacancies..... 60-61  
Installation of Officers ..... 62-64  
Fall Leadership Conference ..... 65  
Spring Leadership Conference and Awards Program..... 65

## HISTORY OF ARKANSAS FBLA

On May 1, 1954, Arkansas held its first state conference at the Marion Hotel in Little Rock, Arkansas, to adopt a constitution, elect state officers, and petition for a state charter. Miss Dorothy Frazier of Little Rock was elected the first state president. The Arkansas Chapter of FBLA was chartered June 14, 1954, with 18 local chapters. In 1958, Mr. Frederick Basco was named State Chairman of FBLA and an extensive campaign was launched to increase the number of chapters in the state.

Fort Smith High School was the first known Arkansas chapter to receive a national charter and was assigned the number 222. Arkansas Polytechnic College (now Arkansas Tech University) was the first college in Arkansas to affiliate with the FBLA national organization and was assigned charter number 1417.

In 1958, the national office approved separate divisions for high school and college members, and the collegiate division was officially designated as Phi Beta Lambda. In 1959, Arkansas State Teacher's College (now the University of Central Arkansas) was the first Arkansas chapter to receive its new name of Phi Beta Lambda. However, the two groups continued to hold their state conferences together.

At the 1962 FBLA State Conference, the college chapters voted to hold their conference for the following year separately from the high school chapters. Under the leadership of William Hopper, Phi Beta Lambda State President from the College of the Ozarks (now University of the Ozarks), plans were made for the first Phi Beta Lambda State Conference which was held March 22-23, 1963.

In 1970, State Departments of Education staff members were appointed as state advisers. The state advisers were assigned to work with the state officers to help plan and direct activities of the FBLA and PBL state chapters. The state advisers are on the State Board of Directors along with the president of FBLA and the president of PBL and one district coordinator. State Department of Career Education staff members who have served as state advisers and state chair are listed below:

| <b>FBLA STATE ADVISERS</b> |                   |
|----------------------------|-------------------|
| 1971-1976 .....            | Tommie Butler     |
| 1976-1977 .....            | Linda Beene       |
| 1978-1979 .....            | Jean McEntire     |
| 1979-1985 .....            | Marsha Brown      |
| 1986-1987 .....            | Carolyn Osborne   |
| 1988-1994 .....            | Hettie Lou Martin |
| 1994-1995 .....            | Renee Perry       |
| 1995-1996 .....            | Bill Wooley       |
| 1997-2006 .....            | Hettie Lou Martin |
| 2006-2008 .....            | Jim Brock         |
| 2008-2011 .....            | Peggy Wakefield   |
| 2012 .....                 | LaTrenda Jackson  |
| 2012-2014 .....            | Maria Swicegood   |
| 2014-2016 .....            | Kim Bayliss       |
| 2016-2017 .....            | Sandon Williams   |
| 2017-Present .....         | Will Douthard     |
| <b>FBLA STATE CHAIR</b>    |                   |
| 1965-1972 .....            | Mildred Brading   |
| 1973-1976 .....            | Amanda Copeland   |
| 1977-1996 .....            | Tommie Butler     |
| 1996-2000 .....            | Kay Baker         |
| 2000-2003 .....            | Linda Shock       |
| 2004-2008 .....            | Sandra Porter     |
| 2008-2017 .....            | Jim Brock         |
| 2017-Present .....         | Sandon Williams   |

## **District Divisions**

By 1971, the state membership had grown to the point that it was necessary to divide into districts just as the nation is divided into regions. Five districts were originally created. District workshops and conferences were then held to elect officers and enable students to participate in competitive events. The top five winners in each district event would then be eligible to compete on the state level. An officer was elected from each district to serve as a district president as well as a vice president on the state level. The state vice presidents for each district are elected at their District Spring Leadership Conferences prior to the State Leadership Conference. The state president, secretary, treasurer, and reporter are then elected at the State Conference. The underclassman filing an application and scoring the highest on the Parliamentary Procedure written test is also appointed state parliamentarian at the State Leadership Conference.

During the 1983-1984 school year, the districts were expanded to allow for further growth of the state chapter. The boundaries of the districts were adjusted to create a sixth district.

In the 1988-1989 school year, the district boundaries were once again adjusted to accommodate growth in membership. The new district officers for Districts VII and VIII were elected at the State Leadership Conference in April 1989 so that the officers would be able to take advantage of the training opportunities offered at the state and national levels. The addition of the new districts increased the number of state officers from 11 to 13.

With the consolidation of numerous schools in the early 2000s, the decision was made in 2006 to return to six districts. In 2010, though, a seventh district was added to accommodate growth in the northwest part of the state.

In addition to the seven senior high districts, there are five junior high districts in the state organization. The first junior high district was established in 1978 for junior high business programs in the central part of the state. Then in 1990, another district was added in northwest Arkansas to accommodate the growth of junior high business education programs. In 1991, two additional junior high districts were established--one in south Arkansas and one in northeast Arkansas. In 1998, a fifth district was added in the southeast.

## **Senior High Districts by Counties**

District I – Crawford, Franklin, Johnson, Logan, Polk, Scott, and Sebastian

District II – Clay, Craighead, Crittenden, Cross, Greene, Independence, Jackson, Lawrence, Mississippi, Poinsett, Randolph, Sharp, and St. Francis

District III – Arkansas, Ashley, Bradley, Calhoun, Chicot, Cleveland, Dallas, Desha, Drew, Grant, Jefferson, Lee, Lincoln, Monroe, Ouachita, Phillips, and Union

District IV – Clark, Columbia, Garland, Hempstead, Hot Spring, Howard, Lafayette, Little River, Miller, Montgomery, Nevada, Pike, Saline, and Sevier

District V – Cleburne, Conway, Faulkner, Lonoke, Perry, Pope, Prairie, Pulaski, White, Woodruff, and Yell

District VI – Baxter, Boone, Carroll, Fulton, Izard, Madison, Marion, Newton, Searcy, Sharp, Stone, and Van Buren

District VII – Benton and Washington

### National Officers and Board Members

In addition to a strong state chapter, Arkansas has been represented on the national level by national FBLA officers and members of the Board of Directors.

The first Arkansan elected to serve on the FBLA-PBL National Board of Directors was Ms. Tommie Butler, FBLA-PBL State Chairman. She was followed by Dr. Dean Clayton, PBL Adviser at the University of Arkansas, Fayetteville. The third Arkansan to serve on the National Board of Directors was Dr. David Rankin, PBL Adviser from Southern Arkansas University. Ms. Hettie Lou Martin, FBLA State Adviser, also served on the Board. Ms. Tommie Butler served a second term. Ms. Bobbie Timmermann of Nettleton High School was elected to the National Board of Directors in 1998, becoming the first local FBLA adviser from Arkansas to serve on the Board. Additionally, Mr. Joey Jones, Wal-Mart, Bentonville, and Mr. Ron Erwin, Jonesboro, have also served as Business and Industry members of the Board.

Mr. Shawn Copeland of Nettleton was the first Arkansan to be elected as National FBLA President. National presidents of each of the three divisions serve as members of the National Board of Directors. Shawn served during the 1987-1988 school year. A list of Arkansas FBLA members who have served as national officers follows.

#### FBLA National Officers

|  |  |
|--|--|
| <b>1971-72 Vice President, Southern Region</b> .....   | Pat Morrison<br>Parkview High School           |
| <b>1974-75 Vice President, Southern Region</b> .....   | Les Baledge<br>Flippin High School             |
| <b>1977-78 Vice President, Southern Region</b> .....   | Tim Collier<br>Hot Springs High School         |
| <b>1979-80 Secretary</b> .....                         | Prema Abraham<br>Mountain Home High School     |
| <b>1980-81 Vice President, Southern Region</b> .....   | Mark McGough<br>Nettleton High School          |
| <b>1986-87 Vice President, Southern Region</b> .....   | Wil Johnson<br>Conway High School              |
| <b>1987-88 President</b> .....                         | Shawn Copeland<br>Nettleton High School        |
| <b>1988-89 Treasurer</b> .....                         | Darren Irby<br>Mountain Home High School       |
| <b>1989-90 Vice President, Southern Region</b> .....   | Brent Ford<br>Lonoke High School               |
| <b>1994-95 Secretary</b> .....                         | Samantha Bryd<br>El Dorado High School         |
| <b>2001-2002 Secretary</b> .....                       | Natalie Bennett<br>Lonoke High School          |
| <b>2011-2012 Vice President, Southern Region</b> ..... | Tony Jones<br>Fort Smith Southside High School |
| <b>2012-2013 Secretary</b> .....                       | Rachel Ford<br>Siloam Springs                  |
| <b>2016-2017 Vice President, Southern Region</b> ..... | Emily Richey<br>Paris High School              |



---

# **CONSTITUTION AND BYLAWS**

---

## **FUTURE BUSINESS LEADERS OF AMERICA**

### **ARTICLE I. NAME**

The name of this organization shall be the Arkansas State Chapter of Future Business Leaders of America-Phi Beta Lambda, Inc., hereinafter referred to as the "Chapter."

### **ARTICLE II. PURPOSE**

The purpose of this FBLA chapter shall be to further the goals of FBLA within the state of Arkansas. The Chapter shall provide, as an integral part of the instructional program, additional opportunities for secondary students (grades 9-12) in business and/or business-related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

The specific goals of FBLA-PBL and the Chapter are to

- Develop competent, aggressive business leadership
- Strengthen the confidence of students in themselves and their work
- Create more interest in and understanding of American business enterprise
- Encourage members in the development of individual projects which contribute to the improvement of home, business, and community
- Develop character, prepare for useful citizenship, and foster patriotism
- Encourage and practice efficient money management
- Encourage scholarship and promote school loyalty
- Assist students in the establishment of occupational goals
- Facilitate the transition from school to work

The Chapter shall not have any purpose nor engage in any activity inconsistent with the status of an educational and charitable organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto, and none of these goals shall at any time be deemed or construed to be other than the public benefit purposes and objectives consistent with such educational and charitable status, nor shall the Chapter adopt goals or engage in any activity inconsistent with the goals of FBLA-PBL, Inc.

### **ARTICLE III. MEMBERSHIP**

The membership of the Chapter shall consist of FBLA members residing within the State of Arkansas. Classes of membership identical to those established by FBLA-PBL, Inc., shall be established by the Chapter. Such classes, together with the voting and other rights of each, may be more specifically set forth in the Bylaws.



## ARTICLE IV. DUES AND FINANCE

**Section 1.** The Chapter may assess dues from the members in addition to dues assessed by FBLA-PBL, Inc.

**Section 2.** No part of the net earnings of the Chapter shall inure to the benefit of any member, sponsor, donor, creator, director, officer, or employee; by lending any part of its income or corpus without receipt of adequate security and a reasonable rate of interest; by paying any compensation in excess of reasonable allowance for salaries, or other compensation for personal services actually rendered; by making any purchase of security or other property for more than adequate consideration for money's worth; by selling any substantial part of its securities or other property for less than adequate consideration for money or money's worth; or by engaging in any other transaction which either directly or indirectly results in such diversion of its income or corpus.

The Chapter shall not make any accumulation of its income unreasonable in amount or duration.

**Section 3.** The Chapter shall not use any income for purposes other than the objects in this Constitution set forth or invest any income in any manner which might jeopardize the fulfillment or carrying out of its objects. The Chapter shall not devote a substantial portion of its activity to carrying on propaganda or otherwise attempting to influence legislation, and in no event shall the Chapter engage in any legislative activities other than those in direct furtherance of the Chapter's stated objectives. The Chapter shall not participate in or intervene in any political campaign on behalf of any candidate for public office. In general, the Chapter shall not act in any way or engage in activity which might affect its right or the right of FBLA-PBL, Inc., to full tax exemption or the right of donors to the Chapter of FBLA-PBL, Inc., and the Chapter shall be so operated as to be entitled to and receive all tax exemptions, federal or local, which may be granted charitable, scientific, or educational associations or foundations.

## **ARTICLE V. ORGANIZATION**

**Section 1.** The Chapter is a subsidiary of the Future Business Leaders of America-Phi Beta Lambda, Inc. As an integral part of the FBLA-PBL, Inc., the Chapter shall have goals and engage in activities consistent with the organization's status as a charitable and educational organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954. Reports shall be submitted to FBLA-PBL, Inc., as requested.

**Section 2.** The Chapter shall be governed by a Board of Directors which shall serve as the policymaking body for the Chapter which shall be subject to the Constitution, the FBLA Bylaws, and the Board of Directors of FBLA-PBL, Inc.

**Section 3.** The Chapter shall adopt a set of Bylaws consistent with this constitution which shall include the powers and duties of the Board of Directors, officers and elections, meetings of the Chapter, and any other provisions necessary for the orderly administration of the Chapter.

**Section 4.** The Chapter shall maintain such relationships with FBLA local chapters within the state of Arkansas as shall be approved by the Board of Directors. The Chapter may apply to the Internal Revenue Service for a group tax exemption on behalf of the local chapters within the state.

**Section 5.** Under dissolution, all assets of the Chapter shall be and remain the assets of FBLA-PBL, Inc.

## **ARTICLE VI. EMBLEMS AND INSIGNIA**

The Chapter emblems shall be the emblems of the national organization. Only members in good standing may use official emblems and insignia.

## **ARTICLE VII. AMENDMENTS**

This Constitution is a mandatory Constitution drafted by FBLA-PBL, Inc., for adoption by its state chapters and shall be unamendable without the written consent of FBLA-PBL, Inc. Should amendments be required for the purpose of qualifying or retaining qualifications under Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto, such amendments as approved by the Board of Directors of FBLA-PBL, Inc., shall become a part of this Constitution with or without the consent of the Chapter.

# BYLAWS

(Revised 2017)

## ARTICLE I – CLASSES OF MEMBERSHIP

**Section 1.** Membership of the Arkansas Chapter of Future Business Leaders of America shall consist of the total members of chartered local chapters and these members shall hold membership in their respective local chapters.

**Active Members** shall be secondary students who become members while enrolled or have been enrolled in business education, who accept the purpose of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school-community relations, and possess qualities for employment. Active members shall pay dues as established by FBLA and may participate in state events in accordance with the guidelines of the State Awards Program, serve as voting delegates to the National Leadership Conferences, hold state office in accordance with Article IV, and otherwise represent their state and local chapters as approved by their respective state and local advisers.

Active high school student membership shall be limited to students from Arkansas Activities Association member schools except as prohibited by Federal and State Law and/or State Board of Education requirements. (Adopted April 1977)

**Professional Members** shall be persons associated with or participating in the professional development of FBLA as approved by the state chapters. Such members may include local and state chapter advisers, business teachers, business teacher educators, state supervisors of business education, employers or supervisors of cooperative work-training students, advisory council members, business persons, and other persons contributing to the growth and development of FBLA. Professional members shall pay dues established by FBLA, but shall not participate in events, serve as voting delegates, or hold office.

**Honorary Life Members** may be elected to a state or local chapter by a majority vote. They shall be persons who are assisting in the advancement of business education and/or who are rendering outstanding service to FBLA-PBL, Inc. Honorary Life Members may be recommended by the membership and shall be accepted upon approval of the Board of Directors. They shall not vote or hold office and shall not be required to pay dues.

**Section 2.** The membership year shall be July 1 through June 30.

## ARTICLE II – FINANCES

**Section 1.** Dues for membership shall be determined by the State Executive Council and approved by a majority vote of the local voting delegates present at the State Leadership Conference.

**Section 2.** Annual dues for FBLA members shall be three dollars (\$3). Dues of members shall be forwarded to the national office's lock box address by October 20. Recruitment for new members may be continued all year; however, dues must be received on or before **January 1** (adopted April 2005) for members to be eligible for participation at the District and State Leadership Conferences.

**Section 3.** All disbursements will be made by check, approved by the Director of the Student Leadership Center.

**Section 4.** An annual report of finances will be submitted to the delegates at the State Leadership Conference.

**Section 5.** An annual audit of the financial records of the State Chapter will be conducted by an outside accountant at the end of each fiscal year.

**Section 6.** The fiscal year of Future Business Leaders of America shall begin at the completion of the official audit and end at the completion of the official audit of the following year.

## ARTICLE III – GOVERNING BOARD

**Section 1.** The governing body of the Future Business Leaders of America shall be the FBLA-PBL State Board of Directors which is composed of the State Chairman, FBLA State Adviser, PBL State Adviser, one District Coordinator, and the State Presidents of both student divisions. The District Coordinator shall be elected for a five-year term by the Senior High Coordinators. (Adopted April 1998)

**Section 2.** The State Executive Council shall be under the leadership of the State Board of Directors. This council shall consist of each elected state officer and one district coordinator from each district acting as voting members. The State Adviser and State Chairman shall act as ex-officio, non-voting members. (Adopted April 1989)

## ARTICLE IV – OFFICERS

**Section 1.** The officers of FBLA shall consist of a president, vice presidents (one from each FBLA district), a secretary, a treasurer and a reporter.

**Section 2.** The president, secretary, treasurer, and reporter shall be nominated and elected annually at the State Leadership Conference by a majority vote of local chapter delegates. Voting shall be by use of a computer laptop. In the case a majority vote is not reached on the first ballot, the two candidates receiving the largest number of votes will go into a run-off election, to be voted upon by use of computer laptop. Each local chapter is represented by **two** voting delegates. A majority of registered voting delegates present at the State Leadership Conference shall constitute a quorum.

The state vice presidents shall be nominated and elected annually at the District Leadership Conferences. Each local chapter within the geographic boundaries of the district may be represented at the District Leadership Conference by the following voting delegates:

Under 50 members – two voting delegates  
50-100 members – three voting delegates  
Over 100 members – four voting delegates

A majority of registered delegates present at each District Leadership Conference shall constitute a quorum. (Adopted April 1979)

**Section 3.** The person scoring the highest on the parliamentary procedure written test and completing an appropriate application shall be appointed by the president to act as parliamentarian at the next annual State Leadership Conference. This individual shall have at least one year remaining in his/her secondary educational program (Adopted April 1992)

**Section 4.** To be eligible for nomination to a state office, a person must have been a member in good standing for one semester in a recognized FBLA chapter in Arkansas and must submit a notice of intent to seek a state office to the state chairman or state adviser at least 15 days prior to the State Leadership Conference. No two officers may be elected from the same chapter. No chapter shall hold the same elected office for two years in succession.

**Section 5.** Should the office of president become vacant, the state vice president from the same district as the president shall assume the duties of the president. Any vacancy in an office other than that of president shall be filled by an appointment of the president with the approval of the Executive Council. (Adopted April 1988)

## ARTICLE V – DUTIES OF STATE OFFICERS

The duties of the officers shall be as follows and as set forth in the State Handbook:

**Section 1.** The state president shall preside at the State Leadership Conference and the Executive Council meetings; represent the State Chapter at special school events, before civic clubs, and the annual ABEA meeting; maintain a close and continuing relationship with the state chairman and state adviser; lead the executive council in organizing an overall plan of action for a statewide program; and assume all other duties common to this office.

**Section 2.** The state vice presidents shall be in charge of all district activities and shall assume other duties at the discretion of the State Executive Council.

**Section 3.** The secretary is responsible for keeping an accurate record of all business meetings and supplying a copy of the minutes to members of the Executive Council.

**Section 4.** The treasurer is responsible for presenting an annual financial report to members at the State Leadership Conference.

**Section 5.** The state reporter is responsible for publishing the state newsletter, the *Arkansas Business Leader*. The newsletter will be published to the FBLA state webpage two times a year: The first week in December and the first week in April. (Adopted April 2005)

**Section 6.** All state officers shall attend the required meetings as listed on the officer application. Failure to attend any of these meetings will result in the officer resigning from their office.

## **ARTICLE VI – DISTRICT AND STATE MEETING DATES**

**Section 1.** An annual State Leadership Conference of the Arkansas Chapter shall be held each spring.

**Section 2.** Annual District Fall and Spring Leadership Conferences shall be held in each of the senior high districts.

## **ARTICLE VII – AMENDMENTS**

Proposed amendments to these Bylaws shall be submitted in writing not later than December 1 to the State Adviser by local chapters or by a state officer. Notice of proposed amendments shall be sent to local chapters in the State Leadership Conference packet. Proposed amendments shall be reviewed by the State Executive Council and presented to the Board of Directors and shall be approved by the Board of Directors before they can be submitted to the voting delegates. Voting on proposed amendments will take place at the State Leadership Conference. A two-thirds vote of the voting delegates present and voting is required for adoption.



---

# STATE AND NATIONAL OFFICERS

---

## STATE OFFICERS

One of the most important requirements of a successful organization is well-qualified and dependable officers. Capable leaders will be able to conduct the business of an organization in a well-organized and acceptable fashion. Capable leaders will see that an effective program of work is carried out in the best interest of the individual members, chapters, schools, and communities.

It is the duty of the members of the chapter to elect officers based on their qualifications and abilities. In the election of officers, the candidates for each office should be measured according to their ability to perform the duties and responsibilities as listed in this Handbook.

Elected state officers for FBLA shall be president, vice presidents (one from each district), secretary, treasurer and reporter. The state parliamentarian shall be appointed in accordance with Article IV, Section 3 of the State Bylaws and regulations listed below. The elected officers, with the exception of the vice presidents, will be elected by the use of a computer laptop at the State Leadership Conference. Run-off elections will be done by the use of a computer laptop. The election will be held in accordance with the Bylaws of the State Chapter. The vice presidents will be elected at the District Spring Conferences in accordance with the State Bylaws.

### **State Officer Candidate Requirements**

- Candidates for state office must
  - Be on record in the national FBLA office as paying dues on or before February 1 of the current year
  - Be an active member of FBLA for a minimum of one semester
  - Have at least one year remaining in his or her high school education program
  - File an application on the official form by the established deadline
  - Be recommended by the local adviser and have evidence of support by the school and chapter
  - Present a two-minute speech at the conference
  - Must have completed the Future Level by officer application deadline (adopted June, 2013)
- No two officers shall be **elected** from the same chapter.
- No chapter may hold the same elected office for two years in succession.
- Candidate for parliamentarian with the highest score on the parliamentary procedure test will be appointed state parliamentarian.

### **State Officer Requirements**

- Officers and their advisers are required to attend the State Officers Training.
- Officers and their advisers are required to attend the Executive Council meetings.
- Officers and their advisers are required to attend the National Leadership Conference and the National Fall Leadership Conference and must travel with the state group.

- Officers must be willing to fulfill the duties of officers as outlined in Article V of the State Chapter bylaws.
- Must be enrolled in a business course while in office (adopted June, 2013)
- Must complete Business Level by the end of the term of office (adopted June, 2013)

## THE ROLE OF A STATE OFFICER

Why did you run for office? **YOU** know your reasons, but your members are not going to know them – without you telling them! Your total performance is not going to be based on how many letters you write or what you may say, but your attitude about your responsibility as a state officer. By running for state office, you indicated you are willing to accept some responsibility for its future. By being elected and installed as a state officer, you automatically accept a responsibility to the organization and its members. The only person you must answer to as to how well you fulfill that responsibility is you.

## DUTIES AND RESPONSIBILITIES OF STATE OFFICERS

### State President

1. Preside at the State Leadership Conference and all State Executive Council meetings.
2. Know parliamentary procedure and conduct business according to *Robert's Rules of Order, Newly Revised*.
3. Serve as ex-officio member of all committees.
4. Represent the state association when necessary: ABEA state meetings, PBL state meetings, CTSO Day at State Capitol, etc.
5. Respond to all correspondence within a week of receipt. Send a copy of the correspondence to the state adviser with your monthly officer report.
6. Submit monthly officer reports to the state adviser by the 5<sup>th</sup> of each month as outlined in the officer training manual.
7. Keep receipts for every FBLA expenditure that you spend for state business. State expenses will be reimbursed upon approval of the state adviser. Claims for reimbursement should be mailed to the state adviser.
8. Work closely with the state vice president from your district as he/she may be required to assume the duties of the president if you are unable to perform the duties of the office and must resign the office.
9. Attend the National Leadership Conference and the National Fall Leadership Conference. Must travel with the state group and be accompanied by your local adviser.
10. Attend state officer training and the State Leadership Conference with your local adviser.

### State Vice President

1. Preside at the following District conferences and meetings: Fall Leadership Conference, the Spring Leadership Conference, and the Executive Council Meetings.
2. Have an agenda and follow it. Prepare a script to be followed at each meeting at least **seven days** prior to the meeting. You should have your local adviser and district coordinator review the script.
3. Organize an overall plan of action (program of work) for a district-wide program.
4. Write follow-up "thank you" letters to host schools and others who helped with the district conferences.
5. Know parliamentary procedure and conduct business according to *Robert's Rules of Order - Newly Revised*.
6. Serve as ex-officio member of all district committees.
7. Represent your district at special school events.
8. Attend the National Leadership Conference and the National Fall Leadership



- Conference. Must travel with the state group and be accompanied by your local adviser. Represent the schools in your district on the State Executive Council.
9. Respond to all correspondence within a week of receipt. Send a copy of the correspondence to the district coordinator and state adviser as well as a copy of your reply. Attach to your state officer's monthly report to the state adviser.
  10. Submit monthly officer reports to the state adviser, district coordinator, and state president by the 5<sup>th</sup> of each month as outlined in the officer training manual.
  11. Keep receipts for every FBLA expenditure for district or state business. District expenses will be reimbursed upon approval of the district coordinator. Claims for district reimbursement should be mailed to the district coordinator for approval. Claims for state reimbursement should be mailed to the state adviser for approval.
  12. Work closely with the district vice president as he/she may be required to assume the duties of the state vice president if you are absent or unable to perform the duties of the office.
  13. Keep all district documents and present them to the newly-elected state vice president.
  14. Attend state officer training and the State Leadership Conference with your local adviser.

## **Secretary**

1. Serve as recorder for all official meetings:
  - a. Executive Council meetings
  - b. State Leadership Conference
2. Maintain a permanent record book of minutes during your term of office.
3. Keep records of the number of votes cast on each item of business.
4. Prepare a complete record of the annual State Leadership Conference and send a copy to the state adviser and state president within ten days of the conference.
5. Send thank-you letters to all workshop presenters after the State Leadership Conference.
6. Prepare all records to be presented to the newly-elected secretary at the end of your term.
7. Have on hand for each meeting the following items:
  - a. Secretary's notebook and minutes of the previous meeting
  - b. List of committees and committee reports
  - c. Copies of the constitution and bylaws
  - d. Copy of State Handbook
8. Prepare the minutes of all the Executive Council meetings and distribute to all Executive Council members. These must be approved by your adviser and the state adviser before mailing.
9. Respond to all correspondence within a week of receipt. Send a copy of correspondence as well as a copy of your reply to the state adviser with your monthly officer's report.
10. Submit monthly officer reports to the state adviser and state president by the 5<sup>th</sup> of each month as outlined in the officer training manual.
11. Keep a file of all correspondence and projects to be transmitted to the next year's secretary.
12. Attend the National Leadership Conference and the National Fall Leadership Conference. Must travel with the state group and be accompanied by your local adviser.
13. Attend state officer training and the State Leadership Conference with your local adviser.

## **Treasurer**

1. Give financial reports as called for by the state president.
2. Be in charge of on-site registration at the State Leadership Conference.
3. Submit monthly officer reports to the state adviser and state president by the 5<sup>th</sup> of each month as outlined in the officer training manual.
4. Respond to all correspondence within a week of receipt. Send a copy of correspondence as well as a copy of your reply to the state adviser with your monthly officer report.
5. Keep receipts for every FBLA expenditure for state business. State expenses will be

reimbursed upon approval of the state adviser. Send reimbursement forms to the state adviser for approval.

6. Attend the National Leadership Conference and the National Fall Leadership Conference. Must travel with the state group and be accompanied by your local adviser.
7. Attend state officer training and the State Leadership Conference with your local adviser.
8. Keep receipts for every FBLA expenditure for state business. State expenses will be reimbursed upon approval of the state adviser. Send reimbursement forms to the state adviser for approval.

## **Reporter**

1. Act as public relations officer for the state.
2. Publish two issues of the state newsletter. The first issue must be distributed the first week of December and the second issue must be distributed the first week of April.
3. Work closely with the district reporters to obtain at least five articles from local chapters to be included in the state newsletter. These articles should be short, concise news briefs.
4. Submit monthly officer reports to the state adviser and state president by the 5<sup>th</sup> of each month as outlined in the officer training manual.
5. Respond to all correspondence within a week of receipt. Send a copy of correspondence as well as a copy of your reply to the state adviser with your monthly officer report.
6. Keep receipts for every FBLA expenditure for state business. State expenses will be reimbursed upon approval of the state adviser. Send reimbursement forms to the state adviser for approval.
7. Attend the National Leadership Conference and the National Fall Leadership Conference. Must travel with the state group and be accompanied by your local adviser.
8. Attend state officer training and the State Leadership Conference with your local adviser.

## **Parliamentarian**

1. Be prepared to advise the presiding officer and other members of the State Executive Council on points of parliamentary procedure.
2. Have reference material pertaining to acceptable parliamentary procedure available to refer to should the need arise.
3. Be ever alert and call the Chair's attention to significant irregularities in procedure.
4. Be prepared to explain any irregularity and its effect on the fair and equal rights of all members.
5. Submit monthly officer reports to the state adviser and state president by the 5<sup>th</sup> of each month as outlined in the officer training manual.
6. Respond to all correspondence within a week of receipt. Send a copy of correspondence as well as a copy of your reply to the state adviser with your monthly officer report.
7. Keep receipts for every FBLA expenditure for state business. State expenses will be reimbursed upon approval of the state adviser. Send reimbursement forms to the state adviser for approval.
8. Attend the National Leadership Conference and the National Fall Leadership Conference. Must travel with the state group and be accompanied by your local adviser.
9. Attend the state officer training and the State Leadership Conference accompanied by your local adviser.

## RESPONSIBILITIES OF LOCAL ADVISERS TO FBLA STATE OFFICERS

Before completing the state officer's application, it is important that the officer applicant and his or her local adviser review carefully the State Bylaws, Officer Guidelines and Procedures, and Responsibilities of Local Advisers to FBLA State Officers.

The responsibilities outlined below have been prepared to assist the local adviser in helping his or her state officer serve a successful term:

1. Encourage a student to run for a state office only after certain important judgments are made. Be sure that you understand the duties of the office being sought. Send in the application only if you are certain that the student has the dedication, ability, and time to perform all duties. Advisers must also accept these responsibilities for assisting their officer and should secure the endorsement and support of parents, school officials and employers (if applicable).
2. Make arrangements with your local school administration to assure that you and the officer will be able to attend all required meetings.
3. Be prepared to devote additional office and personal time to your state officer, especially for the office of state president and state reporter. Helping your officer get organized is important. He or she must learn to budget time and keep materials readily available. Adequate file space and a good filing system are essential. Secure the assistance of a good secretary – either an FBLA member or someone outside the program – who will devote time and effort to you and your officer. All must pitch in during critical periods.
4. Be informed about state and national programs, priorities, and critical issues so ideas and counsel may be given to your officer. Don't expect the officer to understand issues and have background information without assistance. Take an active part in helping your officer reach his or her personal and organizational goals.
5. Assist your officer in making travel plans. Accompany the officer. Be sure the officer understands the potential dangers involved in traveling and takes proper safety precautions.
6. See that your officer accepts these responsibilities:
  - A. Acquire good basic knowledge of the organization and be capable of discussing ideas and issues intelligently.
  - B. Portray the proper image when representing the organization:
    1. Color-coordinated business attire for daytime and appropriate clothing for evening.
    2. Correct grammar usage
    3. Proper manners
    4. Good attitude and public relations skills in working with individual members and chapters
  - C. Prepare appropriate speeches when asked to visit local, district, state conferences, business, and civic groups. Local advisers should review speech materials, outlines, etc., and the officer should practice the speech before an appearance.
  - D. Answer correspondence and send "thank you" letters promptly. The local adviser should **proofread** all correspondence before mailing. The officer should write correspondence and articles and present them to the adviser for suggestions and any necessary changes.

- E. Promptly submit state officer monthly reports to the state adviser, state president, state reporter, and district coordinator (state vice presidents only) by the 5<sup>th</sup> of each month.

It is sometimes difficult for the adviser to play the dual role of adviser and teacher. The relationship between adviser and officer is critical to the success of the local, state and national chapters. The officer may not always be receptive to advice, and a special effort should be made by advisers to overcome this sometimes delicate situation. The officer must realize that with the local adviser's signature on the application, they pledge their support to the office and organization.

## **QUALIFICATIONS AND PROCEDURES FOR NATIONAL OFFICER CANDIDATES**

**National Officers.** The national elected officers of FBLA shall be a president, five vice presidents representing the respective regions, a secretary and a treasurer.

### **Qualifications for National Office:**

- A. Only active members are eligible to hold a national office.
- B. Only those applicants who are present at the National Leadership Conference and officially certified by the Officer Screening Committee shall be eligible for nomination.
- C. To be considered for a national office in FBLA, a candidate shall
  1. Submit an application, resume, program of work, school transcript, and national officer requirement sheet to the state office by the deadline stated in the State Leadership Conference packet.
  2. Be approved by a screening committee composed of business persons, former national officers (if available), and the FBLA State Chairman/State Adviser or designated member of the Board of Directors.
  3. Give a campaign speech at the Opening General Session at the State Leadership Conference.
  4. Attend the voting delegate caucus and answer questions from the voting delegates.
  5. Voting for the national officer candidates will be held with state officer voting. A majority vote is required.
  6. Results will be announced during the Business Session.
- D. Members applying for national parliamentarian must be a member of the parliamentary procedure team competing at the national conference or have the highest score at the state conference among non-qualifying teams or state parliamentarian candidates and receive approval from the state office to apply. Parliamentarian candidates do not go through state screening, campaigning or election at the state conference.

**NATIONAL OFFICER CANDIDATE  
Requirement Sheet**

1. Must have held a local and/or district office.  
Local offices(s) held and year \_\_\_\_\_  
District office(s) held and year \_\_\_\_\_
  2. Must have a grade point average of at least 3.0.  
Grade point average (attach transcript) \_\_\_\_\_
  3. Must have attended at least one National or National Fall Conference, State Conference, Fall and Spring District Conferences.  
National Conference(s) attended \_\_\_\_\_  
National Fall Conference(s) attended \_\_\_\_\_  
State Conference(s) attended \_\_\_\_\_  
Fall District Conference(s) attended \_\_\_\_\_  
Spring District Conference(s) attended \_\_\_\_\_
  4. Must have entered a competitive event.  
Event, year and level (district, state, or national) \_\_\_\_\_  
\_\_\_\_\_
  5. Member of FBLA for at least two years.  
Number of years a member of FBLA \_\_\_\_\_
  6. Attach written letters of support from local adviser and school administration.
  7. List participation in at least three state or national FBLA projects.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  8. Must be running for a state office\* this year or have held a state office.  
List state office held or running for. \_\_\_\_\_
- \*If running for state office, must be elected to the state office to be eligible for consideration as national officer candidate.
9. Must have completed the Future Level by officer application deadline.

10. Must be enrolled in a business course while in office.
11. Must complete the Business Level by the end of the office term.



## CHAPTER SERVICES

The National FBLA office provides many services to the local chapter such as: *Chapter Management Handbook*, membership cards, Advisers' *Hotline*, and members' *Tomorrow's Business Leader*. In addition to the national services provided to the local chapters, the following is a listing of some of the services that are furnished to Arkansas chapters by the state chapter.

**Arkansas Business Leader** – The state newsletter is published twice yearly. Local chapters are encouraged to submit articles for publication in the newsletter. The first issue will be published to the website the first week in December and the last issue published the first week in April.

**Arkansas FBLA Handbook** – Copies of the state handbook may be downloaded from the state webpage at [www.arfbla.org](http://www.arfbla.org). This handbook includes a history of Arkansas FBLA, the Arkansas FBLA Constitution and Bylaws, and state competitive event information.

**Updates** – Updates are sent periodically as needed. These updates give chapters information about state projects, important dates, and other items of interest to help local advisers and members.

**Conference Packets** – Typically, three different conference packets are distributed from the state office during the year. The **National Fall Leadership Conference Packet** is distributed in late August or early September. This packet contains information necessary for local chapter members to attend the conference as part of the state-planned group. In February, the **State Leadership Conference Packet** is distributed to all chapters with the information necessary for registration and participation at the annual state leadership conference. The third and final conference packet for the **National Leadership Conference** is distributed after the State Leadership Conference. This packet gives chapters all the necessary information for participation and attendance as part of the state-planned trip to the National Leadership Conference.

**Chapter Calendar** – A chapter calendar shows all deadlines and offers monthly reminders and hints to help keep your chapter running efficiently.

**Scholarships** – Six scholarships are awarded annually by the state chapter. These scholarships are announced during the Awards Assembly at the State Leadership Conference. They are:

**Tommie L. Butler Scholarship.** A \$1,000 scholarship awarded annually to the student who is the first place winner in Who's Who in Arkansas FBLA. The scholarship is named for a former FBLA state adviser and chairman.

**Mildred Brading Scholarship.** Named for an outstanding former FBLA state adviser, this \$400 scholarship is awarded annually to a female FBLA member. Designed to honor an outstanding female member who plans to major in a field of business and demonstrates financial need.

**Mary Alice Elam Scholarship.** Also named for an outstanding former FBLA state adviser, this \$400 scholarship awarded annually to a male FBLA member. Designed to honor an outstanding male member who plans to major in a field of business and demonstrates financial need.

**Dan Barnhart Memorial Scholarship.** A \$500 scholarship is awarded annually to the student who places first in the Future Business Leader competitive event at the State Leadership Conference.

**Heather Stocks Scholarship.** A \$350 scholarship awarded to a graduating senior FBLA member who has demonstrated high academics, outstanding leadership, active participation in FBLA activities, community activities, church, and civic activities. This scholarship is named for an outstanding state officer who demonstrated all of these qualities.

**Hettie Lou Martin State Adviser Award.** This \$1,000 scholarship is awarded annually to a local FBLA member and is open to FBLA members who are graduating seniors with a GPA of 3.0 or higher, an ACT composite test score of 22 or higher, with plans to pursue a post-secondary education in business or a business-related field.

**Conferences** – FBLA offers a variety of meetings that promote leadership development. Whether at the district, state, or national level, participating in FBLA conferences offers members the opportunity to form useful and lasting networks. In addition, at these meetings, local members come in contact with state and/or national staff. These contacts foster a better understanding of the FBLA-PBL structure and state/national programs.

The following is a description of the various conferences held throughout the year. These conferences have been approved by either the National Association of Secondary School Principals (NASSP) or the Arkansas Activities Association (AAA).

- A. **District Fall Leadership Conference.** Each of the districts within the state organization holds a Fall Leadership Conference for members of chapters within their geographic boundaries. Students and advisers have an opportunity to share ideas and participate in professional development and chapter building workshops. These district conferences are held in late September or early October. Information about the conference and registration forms is distributed to each local chapter by the district coordinators.
- B. **National Fall Leadership Conference.** These conferences take place in several areas of the country. Students and advisers share ideas and reaffirm common goals while participating in professional development and career opportunity workshops. Participants gain a better understanding of the organization at the national level. The *NFLC Guide* is made available to each local chapter in late summer and includes information and registration forms. Each local chapter will receive information from the state office with details for traveling with the state group.



- C. **District Spring Leadership Conference.** Each of the districts holds a Spring Leadership Conference. The purposes of these conferences are to elect district officers (including the state vice presidents) for the coming year and to qualify for participation in the state competitive events program. Each district coordinator distributes a conference packet to local chapters within the district.
- D. **State Leadership Conference.** For many, the culmination of the year is attendance at the State Leadership Conference. This conference is held each year in the spring and features an outstanding keynote speaker, a variety of leadership development workshops, competitive events, and election of state officers.
- E. **State Officer Training.** A training conference is held each year after the State Leadership Conference for the newly-elected state officers. This training prepares Arkansas FBLA leaders to assume their responsibilities for the coming year. This is a required meeting for all state officers, their advisers, and district coordinators. Additionally, many of the district coordinators hold one-day training sessions for their district officers.
- F. **National Leadership Conference.** The National Leadership Conference concludes the year's activities and sets the stage for the upcoming school year. It is held each summer in late June or early July in a major American city. Students can attend business-related and leadership development workshops, tour business and corporate facilities, elect national officers, and participate in national competitive events. The **NLC Guide** is made available to all local chapters. In addition, the state office distributes a NLC packet to all local chapters at the state conference. Those chapters planning to travel with the state group will submit all forms and monies to the state representative. Schools traveling on their own are responsible for all arrangements and will submit forms directly to the designated place given in the *NLC Guide*.



---

# STATE AWARDS PROGRAM

---

## GENERAL INFORMATION

The State Awards Program at the District and State Leadership Conferences exemplifies the range of activities and focus of Future Business Leaders of America. These events are based on projects developed from the goals of FBLA-PBL and the curricula of business education programs. These competitive events are provided as a membership benefit for the FBLA (high school) division. Only those students who meet the official membership eligibility requirements of this division and are on record with the National Association as dues-paid members on or before the state deadline of the current year are eligible to compete in this program. Membership in FBLA is unified on the local, state, and national levels and is not available separately. FBLA-PBL members may participate only in the competitive events associated with their affiliated divisions.

State events are divided into four categories: recognition, individual, team, and chapter.

A member may enter and participate in one chapter event as well as one individual or team event with these exceptions:

1. A member taking the Parliamentary Procedure test only for consideration as district/state parliamentarian is not classified as an official participant entering an event and may compete in another event.
2. A member nominated for Who's Who in FBLA, which is a recognition event and not a competitive event may compete in another event.
3. Members representing their chapters in the oral presentation components of the American Enterprise Project, Community Service Project, or Partnership with Business Project may compete in another individual or team event.

Members participating in an event that is restricted to either specific grade levels or maximum training limits must submit a counselor's certification as proof of their eligibility.

A contestant must qualify at the District Leadership Conference in all individual and team competitive events except those events that require no district qualification to enter that state competitive event. **State only events should not be registered at the district level**

### Arkansas Activities Association (AAA) Eligibility

Additionally, students entered in competitive events must meet the following Arkansas Activities Association and State Department of Education eligibility requirements. The AAA has three criteria that must be met for eligibility of career and technical education students to **compete** in an **interscholastic** event:

1. The student must be a bonafide student of the school they represent. (A bonafide student is one who has not graduated from high school and who is enrolled in and attending regularly at least four academic courses identified in the Arkansas Department of Education Standards of Accreditation.) (AAA Rule 4.)
2. The student must meet the scholarship rule. (AAA Rule 10.)
3. The student may not participate after his/her twenty-first birthday. (AAA Rule 7.)

**\*\*A complete copy of the AAA Rules can be seen at their web site: [www.ahsaa.org](http://www.ahsaa.org).**

### **AAA/State Department Scholarship Rule/Regulation**

A student may regain or lose academic eligibility the first day of classes in a new semester. Eligibility shall be determined twice a year, once at the beginning of the fall semester (August/September) and once at mid-term (December/January).

A student who does not meet the Arkansas Department of Education's requirement of a 2.00 GPA or has not met the proficiency standard defined by the State Board of Education on the state criterion-referenced tests or achieved at or above the fiftieth percentile on the basic battery on the norm-referenced test may continue to participate by meeting the following requirements:

1. The student must have passed four academic courses in the previous semester. Any of these four courses for which concurrent high school credit is earned may be from an institution of higher learning recognized by the Arkansas Department of Education.
2. A student must be enrolled in and attending a supplemental instruction program approved by the Arkansas Department of Education or a supplemental instruction program meeting ADE guidelines as approved by AAA.
3. The student must have no unexcused absences for the current semester or its equivalent.
4. A student must have no school disciplinary action for the current semester. School disciplinary action may be defined by the school but, as a minimum, the policy shall state that a student has been disciplined when being placed on suspension where the student is out of school for a period of time.
5. The student must have no known criminal convictions.

**Academic Course:** An academic course is one for which class time is scheduled and which can be credited to meet minimum requirements for graduation, which is taught by a teacher required to have state certification in the course, and which has a course content guide approved by the Arkansas Department of Education.

NOTE: P.E. may be considered an academic course for one full credit within the 21 minimum credits. The first time a P.E. grade appears on the transcript in grades 9-12 is when it will be considered an academic course.

A student may satisfy the requirement by successfully completing a course(s) failed or courses(s) needed or an equivalent course(s) in a summer term(s) or a correspondence course(s) approved by the Arkansas Department of Education for granting credit for graduation requirements. Such credit shall be applied to the previous semester.

**Special Education (Disabled)** – A student must earn passing grades in four academic courses of the I.E.P. for the previous semester.

Before entering a student in District or State FBLA competition, the adviser must

1. Check contestants grades to see that contestants are eligible--passed four courses with at least a 2.0 GPA or participating in a supplemental instruction program as outlined above.
2. Submit a Certificate of Eligibility for Non-Athletics, signed by the school administrator/school counselor and the adviser, verifying the eligibility of participation for all the chapter's competitors. This certificate should be attached to the competitive event entry form for district competition and state competition.

# Competitive Events

## District/State/National Events

The top five district winners from each of the following events will be eligible to compete in state competition:

|                                  |                                       |
|----------------------------------|---------------------------------------|
| Banking and Financial Systems    | Introduction to Business Presentation |
| Business Ethics                  | Introduction to Public Speaking       |
| Computer Applications            | Job Interview                         |
| Database Design and Applications | Marketing                             |
| Digital Video Production         | Parliamentary Procedure               |
| Electronic Career Portfolio      | Public Service Announcement           |
| Emerging Business Issues         | Public Speaking                       |
| Entrepreneurship                 | Publication Design                    |
| Future Business Leader           | Sports & Entertainment Management     |
| Global Business                  | Spreadsheet Applications              |
| Graphic Design                   | Web Site Design                       |
| Hospitality Management           | Who's Who (plus any state officers)   |
| Impromptu Speaking               | Word Processing                       |

The top six district winners from each of the following events will be eligible to compete in state competition:

|                                |   |
|--------------------------------|---|
| Accounting I                   | Introduction to Business                |
| Accounting II                  | Introduction to Business Communication  |
| Advertising                    | Introduction to Business Procedures     |
| Agribusiness                   | Introduction to FBLA                    |
| Business Calculations          | Introduction to Financial Math          |
| Business Communication         | Introduction to Information Technology  |
| Business Law                   | Introduction to Parliamentary Procedure |
| Computer Problem Solving       | Journalism                              |
| Cyber Security                 | Networking Concepts                     |
| Economics                      | Organizational Leadership               |
| FBLA Principles and Procedures | Personal Finance                        |
| Healthcare Administration      | Securities & Investments                |
| Insurance & Risk Management    |   |

---

## **State/National Events**

Each local chapter may have one (1) entry for **state only** competition in the following competitive events:

|                             |                                      |
|-----------------------------|--------------------------------------|
| 3-D Animation               | Help Desk                            |
| American Enterprise Project | Local Chapter Annual Business Report |
| Broadcast Journalism        | Management Decision Making           |
| Business Financial Plan     | Management Information Systems       |
| Business Plan               | Mobile Application Development       |
| Client Service              | Network Design                       |
| Coding and Programming      | Partnership with Business Project    |
| Community Service Project   | Sales Presentation                   |
| Computer Game & Simulation  | Social Media Campaign                |
| E-Business                  |                                      |

**State only events should not be registered at the district level**

---

## **National Only Events**

**Virtual Business Challenge** is an event offered at the national level only. The preliminary round is completed online during the school year. Local chapters may enter as many individuals or teams as they wish. There are two challenges held each year – one in the fall semester and one in the spring semester. The top eight (8) from each challenge, but no more than one per state, per challenge are eligible to compete at the National Leadership Conference (NLC). Members may enter this event and another individual or team event at the district and/or state level. However, if an individual qualifies for national competition in this event and another individual or team event, he/she must choose only one of the events to enter at NLC.

### **LifeSmarts**

During the school year, schools may participate in both the fall and spring online LifeSmarts Competition. Teams are made up of two (2) members from active local chapters, on record in the national center as having paid dues by March 1 of the current school year. A team member cannot be on more than one team. Teams may compete in both the fall and spring competitions, and more than one (1) team may compete per chapter. Team members cannot be changed once a team has registered. See CMH for overview

### **Microsoft Office Specialist—Word and Excel**

Individuals from active local chapters may participate in the MOS Word or MOS Excel event. The top four (4) participants from each state in each event are eligible to compete at the National Leadership Conference. Competitors must have paid FBLA national and state dues by March 1 of the current school year. See CMH for overview.

### **Individual Recognition Events**

Adviser Service Award  
Businessperson of the Year

Outstanding Local Adviser Award  
Who's Who in FBLA

### **Chapter Recognition Events**

Gold Seal Chapter Award of Merit  
Largest Local Chapter Membership  
Largest Local Chapter Membership – Professional Division  
Largest Local Chapter Membership – Market Share  
Local Recruitment of Chapters

### **Scholarships**

Two competitive events include scholarship awards to the winners.

|  |         |
|--|---------|
| Dan Barnhart Memorial (Future Business Leader) | \$ 500  |
| Tommie Butler (Who's Who in FBLA)              | \$1,000 |

Additionally, members may apply for the following scholarships:

|   |         |
|---|---------|
| Hettie Lou Martin State Adviser Award       | \$1,000 |
| Heather Stocks Memorial Scholarship         | \$ 350  |
| Mary Alice Elam Scholarship (male member)   | \$ 400  |
| Mildred Brading Scholarship (female member) | \$ 400  |

Members whose dues are not received in the FBLA-PBL national office on or before **state established deadlines** are not eligible to participate in district or state competitive events. Membership in FBLA is unified on local, state, and national levels and is not available separately.

---

## Skill Events

A portion of the Computer Applications, Database Design and Applications, Spreadsheet Applications, and Word Processing events are administered prior to the district and state conferences using the school-site testing procedure outlined below:

1. Each local chapter **must** secure a local person to administer the skills test for its competitors. A member of the business department faculty or FBLA adviser must not be the administrator.
2. FBLA advisers and other business department faculty may not handle, see, or be present in the classroom when tests are administered.
3. The tests will be emailed directly to the designated test administrator and must stay in the possession of the administrator at all times. The test administrator will be responsible for uploading the completed tests to Dropbox by following the upload instructions by the designated deadline.
4. All testing material may be saved to the hard drive however the administrator must then **verify** that all files have been deleted.
8. Competitors taking the school-site test will also have online objective test to be taken on site as well.
9. Forms requesting the tests must be **received** by the stated deadline. Forms received after the deadline will not receive tests for the skill events.
10. It is important to follow all procedures and instructions included in the testing material information. Schools should choose test administrators carefully and stress to the administrator the importance for the students and the FBLA chapter that all rules are followed.
11. State FBLA will adhere to all national guidelines where it pertains to substitutions and disqualifications.

## On-Line Testing

All objective tests will be administered at school site on-line. Please answer questions concerning proctors when registering. You will need the proctor's name, email address, and telephone number. Test proctor will be given a site to print testing tickets and rosters. Failure to pay registration will result in disqualification.

## All Submission Materials

All materials must be submitted via the DropBox. The entry forms must be included with each report. Directions to upload will be included in the state packet posted on the ListServ

---

## MILDRED BRADING – MARY ALICE ELAM SCHOLARSHIPS

These two scholarships honor an outstanding young man and woman in Arkansas FBLA who have demonstrated active participation in FBLA, academic ability, financial need, and career plans in a business field.

### Eligibility

Each local chapter may enter one male and one female who are graduating seniors and have paid FBLA dues by the state deadline of the current year.

### Regulations

1. Applicants must upload the following items to Dropbox:
  - a. A completed application form
  - b. A résumé (original or copy) not to exceed two pages
  - c. A transcript reflecting grades through the first semester of the current year and ACT or SAT test scores
  - d. Two recommendations from representatives supportive of the member's involvement in FBLA and school/community activities. Only one recommendation may be from a FBLA adviser.
  - e. A short narrative stating your future plans and why you should receive this scholarship
2. Résumés must be in the same order as the rating sheet. Indicate grade level and year for each activity listed.
3. Only those eligible applicants who submit the required materials by the established deadline will be considered for these scholarships.

### Procedure

Criteria for selection include

- Career Planning
- Financial Need
- FBLA Activities
- School and Community Activities
- Work Experience
- Recommendations supportive of members involvement in FBLA, school, and community activities

### Judging

A committee will review the applicants for these scholarships. Decisions of the judges are final.

### State Awards

Two \$400 scholarships (one male and one female), payable upon proof of college registration and attendance, will be awarded the winners.

Application on page 5.9

Rating Sheet on page 5.10



---

## HEATHER STOCKS SCHOLARSHIP GUIDELINES

This scholarship is open to FBLA members who are graduating seniors with a GPA of 3.5 or higher, an ACT test score of 24 or higher, with plans to pursue a post-secondary education in a business or business-related field.

### Eligibility

Applicant must be a member of an active local chapter and on record in the FBLA-PBL state and national offices as paying dues by the state deadline of the current year.

### Regulations

1. Applicants must upload the following items to Dropbox:
  - a. Résumé not to exceed two pages
  - b. Transcript reflecting grades through the first semester of the current year
  - c. Two recommendations from a school official and a community member that attest to FBLA activities and community involvement, and character.
  - d. One-page essay with standard one-inch margins, 10 or 12 point font, double-spaced, front only. TOPIC: How you have exemplified integrity and leadership in your life.
2. Résumé must be in the same order as the Rating Sheet. Indicate grade level for each activity listed.
3. Only those eligible applicants who submit the required materials by the established deadline will be considered for this scholarship.

### Procedure

Criteria for selection includes

- Academics
- Leadership
- Participation in FBLA activities
- Participation in other school, community, church, and civic activities
- Recommendations
- Essay
- Interview

### Judging

A pre-selection committee will be appointed to review the applicants for this scholarship. This committee shall consist of (1) a FBLA adviser who does not have an applicant, (2) a business person, and (3) a community service representative. One must be from the Lonoke community.

Final judging will be held at the State Leadership Conference. Five finalists will be selected by the pre-selection committee to be interviewed at the State Leadership Conference. The final judging committee of three will be appointed to interview the five finalists at the State Leadership Conference for this scholarship.

### State Award

A \$350 scholarship, payable upon proof of registration and attendance at a post-secondary institution, will be awarded the winner.

Rating Sheet on page 5.11

---

# HETTIE LOU MARTIN STATE ADVISER AWARD GUIDELINES

This scholarship is designed to honor an outstanding local FBLA member and is open to FBLA members who are graduating seniors with a GPA of 3.0 or higher, an ACT composite test score of 22 or higher, with plans to pursue a post-secondary education in a business or business-related field.

## Eligibility

Applicant must be a member of an active local chapter and on record in the FBLA-PBL state and national office as paying dues by the state deadline of the current year.

## Regulations

1. Applicants must upload the following items to Dropbox:
  - a. Résumé, not to exceed two pages
  - b. Transcript reflecting grades through the first semester of the current year
  - c. Two recommendations—one from a school official and one from a community member that attest to FBLA activities and community involvement and character
2. One-page essay with standard one-inch margins, 10 or 12 point font, double-spaced, front only. TOPIC: Describe your career plans and tell how FBLA has helped with your career plans and how FBLA has been a positive influence on your life.
3. Résumé must be in the same order as the Rating Sheet. Indicate grade level for each activity listed.
4. Only those eligible applicants, who submit the required materials by the established deadline, will be considered for this scholarship.

## Procedure

Criteria for selection includes

- Academics
- Business Courses Completed
- Membership in FBLA
- Participation in FBLA activities
- Leadership
- Participation in other school, community, church, and civic activities
- Recommendations
- Essay

## Judging

A committee will be appointed to review the applicants for this scholarship. This committee shall consist of people who are familiar with Arkansas FBLA.

## State Award

A \$1,000 scholarship, payable upon proof of registration and attendance of classes at a post-secondary institution, will be awarded the winner.

Rating Sheet on page 5.12



**MILDRED BRADING – MARY ALICE ELAM  
SCHOLARSHIP AWARD APPLICATION**

Check One:  Male  Female

NAME \_\_\_\_\_  
(Last) (First) (Middle)

ADDRESS \_\_\_\_\_  
(Street) (City) (ZIP)

SCHOOL \_\_\_\_\_ ADVISER \_\_\_\_\_

Years of FBLA Membership \_\_\_\_\_ Grade Point Average \_\_\_\_\_

State the specific course you plan to pursue in college \_\_\_\_\_

Name of parent or guardian \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (ZIP)

State the combined income of your parents or guardians: \_\_\_\_\_

Number of brothers and/or sisters now in school who are younger than you: \_\_\_\_\_

Number (if any) that are currently in college: \_\_\_\_\_

Name of any organizations of which you are currently a member (school or community): \_\_\_\_\_

What offices (if any) have you held or now hold? \_\_\_\_\_

Name specific jobs that have paid money for your services: \_\_\_\_\_

**This application form will not be considered unless accompanied by: (1) a Résumé not to exceed two pages, (2) a copy of your high school transcript, (3) two recommendations, and (4) a short narrative stating your future plans and why you should receive this scholarship.**

\_\_\_\_\_  
(Applicant's Signature)



**MILDRED BRADING – MARY ALICE ELAM  
FBLA SCHOLARSHIP AWARDS  
JUDGE'S RATING SHEET**

**Scholastic Ability** \_\_\_\_\_ 10

**Career Planning**

Business career objective  
Well-formulated future plans \_\_\_\_\_ 15

**Financial Need**

Parents' combined income  
Number of children in college  
Number of younger children in family \_\_\_\_\_ 20

**FBLA Activities**

Number of years of FBLA membership  
Officer of FBLA (local, district, state, and national) \_\_\_\_\_ 30

**School and Community Activities**

Participation in other school organizations  
Leadership roles in school and community  
Involvement in the business community \_\_\_\_\_ 15

**Work Experience** \_\_\_\_\_ 10

**TOTAL POINTS** \_\_\_\_\_ **100**

**Judge's Signature:** \_\_\_\_\_

**Judge's Comments:**



**HEATHER STOCKS  
FBLA SCHOLARSHIP AWARDS  
Judge's Rating Sheet**

Each item listed on the résumé and considered on the rating sheet should reflect the grade level of accomplishment.

**Leadership** (One point each with maximum as designated)

- A. FBLA offices held at local level \_\_\_\_\_ 3
  - B. FBLA offices held at district level \_\_\_\_\_ 3
  - C. FBLA offices held at state level \_\_\_\_\_ 2
  - D. FBLA committee chairs \_\_\_\_\_ 6
  - E. Offices held in other organizations \_\_\_\_\_ 6
- \_\_\_\_\_ 20

**FBLA activities** (One point each with maximum as designated)

- A. Local committee membership \_\_\_\_\_ 6
  - B. Local activities \_\_\_\_\_ 6
  - C. Attendance at district, state, and national conferences \_\_\_\_\_ 4
  - D. Competitive events entered \_\_\_\_\_ 4
- \_\_\_\_\_ 20

**Other school organization memberships and activities**

(one point each item with maximum of 10) \_\_\_\_\_ 10

**Community, church, and civic membership and activities**

(one point each with maximum of 10) \_\_\_\_\_ 10

**Community service activities** (one point each – 15 maximum)

\_\_\_\_\_ 15

**Honors and awards relating to leadership and community service**

(one point each – 10 maximum) \_\_\_\_\_ 10

**Essay**

- Clear and concise presentation \_\_\_\_\_
- Correct grammar, punctuation, and spelling \_\_\_\_\_ 15

**Interview**

- Poise and maturity \_\_\_\_\_ 10
- Self-confidence, initiative, and assertiveness \_\_\_\_\_ 10
- Communication skills \_\_\_\_\_ 10
- Definite and realistic career plans \_\_\_\_\_ 15
- Personal appearance (grooming and appropriate attire) \_\_\_\_\_ 5

**TOTAL SCORE** \_\_\_\_\_ **150**

Name: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_

Judge's Comments:



**HETTIE LOU MARTIN  
STATE ADVISER AWARD  
Judge's Rating Sheet**

(Each item listed on the résumé and considered on the rating sheet, should reflect the grade level of accomplishment.)

**Business Courses Completed**

(two points each with a maximum as designated) \_\_\_\_\_ 10

**FBLA Membership, Leadership, and Activities**

- A. Years of FBLA membership \_\_\_\_\_ 10
- B. FBLA offices held at local level \_\_\_\_\_ 9
- C. FBLA office held at district level \_\_\_\_\_ 1
- D. FBLA office held at state level \_\_\_\_\_ 1
- E. Local committee membership \_\_\_\_\_ 6
- F. FBLA committee chairs \_\_\_\_\_ 3
- G. FBLA projects participation \_\_\_\_\_ 10
- H. Attendance at district, state, and national conferences \_\_\_\_\_ 6
- I. Competitive events entered \_\_\_\_\_ 4 \_\_\_\_\_ 50

**School and Community Activities**

- A. Participation in other school organizations \_\_\_\_\_ 5
- B. Leadership roles in other school organizations \_\_\_\_\_ 5
- C. Involvement in community, civic, and church activities \_\_\_\_\_ 5 \_\_\_\_\_ 15

**Career Plans and Writing Ability**

- A. Clear and concise presentation \_\_\_\_\_ 10
- B. Correct grammar, punctuation, and spelling \_\_\_\_\_ 5
- C. Definite and realistic career plans \_\_\_\_\_ 5 \_\_\_\_\_ 20

**Recommendations**

\_\_\_\_\_ 5

**TOTAL SCORE**

\_\_\_\_\_ 100

**Name:** \_\_\_\_\_

**Judge's Signature:** \_\_\_\_\_

**Judge's Comments:**

---

## **Adviser Service Awards**

The FBLA Adviser Service Recognition Awards honor FBLA advisers who have served students through the association for a significant number of years.

### **Eligibility**

Each local adviser is eligible for recognition after each five-year increment of service: 5, 10, 15, 20, etc.

### **Procedure**

1. Nominees must complete and upload form to Dropbox by the deadline stated in the State Conference packet.
2. Eligibility for this award will be verified by records in the state office.
3. An adviser may be recognized only once during each five-year increment.

### **State Awards**

Each eligible adviser will receive a recognition certificate during the Awards Assembly at the State Leadership Conference and be nominated by the state office for national recognition.

Rating Sheet on page 5.20

---

## Businessperson of the Year

This event recognizes outstanding business leaders from the business sector who have contributed to the success of Future Business Leaders of America-Phi Beta Lambda on the local, state, and/or national levels.

### Eligibility

Each local chapter may enter one (1) person in the Businessperson of the Year event. The nominees **must** be members of the business sector.

### Regulations

1. Nominees for state and national Businessperson of the Year must be selected in accordance with the regulations of the state chapter and national association.
2. Nominees must be members of the business community. Persons who are full-time employees of educational institutions or departments of education shall not be nominated for the award; such nominees will be disqualified.
3. Nominees must not have placed first in this event at a previous FBLA State Leadership Conference.
4. The nominee's biographical sketch must be received in the State Adviser's office by the deadline stated in the State Conference Packet.
5. A special selection committee will be appointed to review the local nominees for the state businessperson of the year award.

### Procedure

Criteria for selection of nominees at the state level should include

- Years of participation in FBLA-PBL activities
- Promotion of FBLA-PBL through presentations and seminars
- Contribution to chapter projects and activities
- Financial assistance to and sponsorship of activities for local and/or state chapter(s)

The biographical sketch of each nominee should address the above areas.

### State Awards

All nominees will receive a certificate of recognition. The first place winner will be Arkansas' entry for Businessperson of the Year at the National Leadership Conference.

Rating Sheet on pages 5.21 and 5.22



---

## **Gold Seal Chapter Award of Merit Hollis and Kitty Guy Award**

The Hollis and Kitty Guy Gold Seal Chapter Award of Merit recognizes outstanding local chapters that have actively participated in projects and programs identified with the goals of FBLA-PBL.

### **Eligibility**

Active local chapters who have completed the guidelines distributed to each chapter in the Fall Packet and/or posted on the state webpage and submitted the required documentation to the state adviser by the deadline stated in the State Conference Packet will be eligible to be nominated to National FBLA for this award.

### **Regulations**

1. Those chapters to be nominated for national recognition will receive Gold Seal ribbons in the State Conference registration packet.
2. Prior to nomination, each local chapter must submit a copy of the Local Chapter Annual Business Report to the state adviser by the deadline stated in the State Conference Packet. This report must adhere to all the guidelines and be entered in state competition.
3. Reports failing to follow their respective event guidelines will be disqualified.

### **Procedure**

The criterion for the Gold Seal Chapter Award of Merit serves as a guide for the state office in the evaluation process. Criteria include the following:

- Paid state and national dues by November 1
- Sent representatives to FBLA conferences sponsored by the district, state, and national associations
- Participated in state and national projects for the current year
- Submit an article to the *Arkansas Business Leader*
- Participate in the Arkansas FBLA-PBL Foundation
- Submit a copy of the Local Chapter Annual Business Report  
(Report must meet guidelines for competition. If a report is disqualified for failure to follow event guidelines, it will not count toward fulfilling requirements for Gold Seal.)

Upon receipt of nominations and documentation, the state office records will be audited for adherence to the regulations.

### **State Awards**

The number of chapters recognized at the State Leadership Conference is determined by the number of nominations verified by the state office.

---

## Membership Awards

Effective state and national programs depend upon membership support and growth. Increased membership provides resources for the expansion of services to local chapters. Membership recruitment offers a worthwhile experience in public relations and leadership. Recognition is given to local chapters that have achieved success in their membership recruiting activities.

### Eligibility

All chapters are eligible. In order to be considered for recognition in the following events, the following conditions must be met:

#### Largest Local Chapter Membership

This award is determined by the number of paid members by the February 1 deadline. No entry form is required as the membership records are audited in the state office. The top five (5) will be recognized at the State Leadership Conference.

#### Largest Local Chapter Membership – Market Share

The official entry form contained in this handbook must be submitted to the State Adviser by the deadline stated in the State Conference Packet. Judging is based on the percentage of FBLA membership from the **total student body enrollment**. The top five (5) will be recognized at the State Leadership Conference.

#### Largest Local Chapter Membership – Professional Division

The local chapter must recruit a minimum of ten (10) nationally affiliated professional members in order to be eligible for this recognition. Lifetime members count as five (5) regular members. Professional membership applications must include a local chapter affiliation designation in order to be counted. The entry form for this event must be submitted to the State Adviser by the deadline stated in the State Conference Packet. The top five (5) will be recognized at the State Leadership Conference.

#### Local Recruitment of Chapters

Newly chartered chapters may be FBLA, FBLA–Middle Level, or PBL chapters. A chapter must recruit a minimum of two (2) new/reactivating chapters to qualify for this award. Installing officers and/or initiating members in currently active chapters do not qualify for this award. The entry form for this event must be submitted to the State Adviser by the deadline stated in the State Conference Packet. The top five (5) will be recognized at the State Leadership Conference. **A chapter must recruit at least two chapters to be eligible.**

### Procedure

The state office determines winners in these events after an audit of membership records. The figures used in determining the winners will be the number of paid members on record in the FBLA-PBL national office at the close of business on February 1 of the current school year.

### State Awards

Awards will be presented at the State Leadership Conference as stated in each category above.

Rating Sheets on pages 5.23 – 5.25

---

## Outstanding Local Adviser Award

This award honors outstanding local FBLA advisers who have made outstanding contributions to the association at the local, district, state, and/or national levels.

### Eligibility

Each local chapter can nominate one outstanding FBLA adviser for this award.

### Regulations

1. Nominees must be selected in accordance with the regulations of the state chapter and the national association.
2. The first place nominee will be recognized as Arkansas' Outstanding Local Adviser at the National Leadership Conference.
3. First place nominees selected for this award at a previous State Leadership Conference are not eligible to compete again for a period of five years.
4. Nominees must submit in a **through Dropbox** a résumé (not to exceed two pages) and two letters of recommendation from school representatives or persons knowledgeable with FBLA, supportive of the adviser's involvement in FBLA.
5. Résumés **must** be in the same order as the rating sheet.
6. Only those eligible nominees who submit the required materials to the State Adviser by the deadline stated in the State Conference Packet will be recognized at State.

### Procedure

Criteria for selection of nominees at the state level should include

- Years of participation in FBLA activities
- Extent of participation in conferences sponsored by the district, state and the national associations
- Offices, chairmanships, and committee memberships held within the association
- Contributions to local, district, state and national projects
- Participation in other professional organizations
- Involvement in community activities
- Recommendations supporting the adviser's contribution to the association

### Judging

A special committee will be appointed to review the nominees. Decisions of the committee are final.

### State Awards

The first place winner will be recognized as Arkansas' entry for national recognition. Other entries will receive certificates of recognition.

Rating Sheets on pages 5.28 and 5.29

---

## Who's Who in FBLA

This award honors FBLA members who have made outstanding contributions to the association at the local, state, and/or national levels.

### Eligibility

State entries for this event are all state officers and those who received highest honors at the district level. Nominees must be active members of a local chapter, must have completed the Future level of the Business Achievement Awards, and be on record as paying dues by the **state deadline** of the current school year.

### Regulations

1. Nominees must be selected in accordance with the regulations of the state chapter and the national association.
2. The first place nominee will be recognized as Arkansas' entry to the National Who's Who in FBLA and will receive the \$1,000 Tommie L. Butler Scholarship. If the state nominee is unable to attend the National Leadership Conference, the state committee may designate another person to accept the national award for the nominee.
3. First place nominees selected for this award at a previous State Leadership Conference are not eligible.
4. The nominee for state Who's Who must qualify at the District Leadership Conference in order to be recognized at the State Leadership Conference.
5. Each district may enter five finalists in addition to any **state officers** from the district. The individual students involved are responsible for submitting the required materials for recognition at both the District and State Leadership Conferences. **(NOTE: State officers must submit résumés at the district level to be eligible to submit résumés at the state level.)**
6. Nominees must submit the following items to Dropbox:
  - a. A résumé (original or copy) not to exceed two pages
  - b. A transcript reflecting grades through the first semester of the current year and ACT or SAT test score
  - c. Two recommendations from representatives supportive of member's involvement in FBLA, school, and community activities. **Only one recommendation may be from an FBLA adviser.**
7. Résumés **must** be in the same order as the Who's Who Rating Sheet and must include only activities for grades 10, 11, and 12. Include only conferences previously attended. Indicate grade level and year for each activity listed.
8. A deduction of up to ten (10) points will be made from the score of participants who submit materials by the stated deadline but do not adhere to the event guidelines for the submission of proper material. Judges will determine the amount of point deduction to be used for all affected participants prior to judging.
9. Only those eligible nominees who submit the required materials to the state adviser by the established deadline will be recognized at the State Leadership Conference.

**Procedure**

Criteria for selection of nominees at the state level should include

- Completion of the Future level of the Business Achievement Award
- Years of participation in FBLA activities
- Extent of participation in conferences sponsored by the state and national associations
- Offices, chairmanships, and committee memberships held
- Contributions to local, state, and national projects
- Business courses completed
- Participation in other activities
- Recommendations supportive of the member's involvement in FBLA

**Judging**

A special committee will be appointed to review the nominees for the state Who's Who Award. Business persons and educators who are aware of the FBLA goals and programs will be on the committee. Current advisers, officers, or state committee members should not serve on the committee.

In case of a tie, the winner will be determined by the semester units of business courses completed as reflected on the transcript. If a tie still remains, the ACT or SAT test score will determine the winner. After these two tie breakers, remaining ties will share the award.

**State Awards**

The first place winner will be recognized as Arkansas' entry to the National Who's Who and receive the \$1,000 Tommie L. Butler Scholarship. The next four contestants will receive Highest Honors and all other nominees the judges select will receive recognition certificates.

Rating Sheets on pages 5.30 and 5.31



# LOCAL ADVISER SERVICE AWARD

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

**SERVICE HISTORY:** Please indicate by dates all chapters that you have served as local adviser. **NOTE: This award is given in five-year increments. Once received for a five-year period, adviser is not eligible until the next five-year period.**

| CHAPTER NAME | FROM | TO | YEARS OF SERVICE |
|--------------|------|----|------------------|
|              |      |    |                  |
|              |      |    |                  |
|              |      |    |                  |
|              |      |    |                  |
|              |      |    |                  |
|              |      |    |                  |
|              |      |    |                  |

**Eligibility** (Please check the five-year increment for which you are eligible.)

- 5 years                                       20 years
- 10 years                                       25 years                                       35 years
- 15 years                                       30 years

Have you received a previous Adviser Service Award?

Yes                       No

If yes, please give year received: \_\_\_\_\_  
Year



# BUSINESSPERSON OF THE YEAR

(Attach a one-page resume of the nominee's specific chapter involvement)

Name of Nominee \_\_\_\_\_

Title & Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Business Phone Number (\_\_\_\_) \_\_\_\_\_ Cell Phone Number (\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_

School Nominating this Person \_\_\_\_\_

**DESCRIBE THE ACTIVITIES OF YOUR NOMINEE IN THE FOLLOWING AREAS: (IF NEEDED, ADDITIONAL PAPER MAY BE USED.)**

1. Years and type of participation with FBLA-PBL: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Promotion of FBLA-PBL through presentations and seminars: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Contributions to chapter projects and activities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Financial assistance to local and/or state chapter(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Donations and sponsorships of activities: \_\_\_\_\_

\_\_\_\_\_

If selected as Arkansas' nominee, will the person attend the NLC? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, would he/she be interested in judging an event? \_\_\_\_\_ Yes \_\_\_\_\_ No  
and/or presenting a workshop? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give an event preference and/or workshop topic \_\_\_\_\_

\_\_\_\_\_

Name of adviser submitting nomination (may need to be contacted for more information)

\_\_\_\_\_

Name

Cell Phone

E-mail





# OFFICIAL ENTRY FORM

## LARGEST CHAPTER MEMBERSHIP – MARKET SHARE

SCHOOL \_\_\_\_\_

Number of FBLA members who have paid local, state, and national dues by the state deadline \_\_\_\_\_

### LIST GRADE LEVELS DURING WHICH STUDENTS MAY TAKE BUSINESS SUBJECTS

| GRADE LEVEL | STUDENT BODY*<br>ENROLLMENT | NUMBER OF<br>FBLA MEMBERS |
|-------------|-----------------------------|---------------------------|
| _____       | _____                       | _____                     |
| _____       | _____                       | _____                     |
| _____       | _____                       | _____                     |
| _____       | _____                       | _____                     |
| _____       | _____                       | _____                     |
| _____       | _____*                      | _____                     |
| (TOTALS)    |                             |                           |

PERCENTAGE OF FBLA MEMBERS OF THE ELIGIBLE STUDENT BODY \_\_\_\_\_ %

\*Total student body enrollment for each grade level must be used.

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT:

\_\_\_\_\_  
Chapter President

\_\_\_\_\_  
Chapter Adviser



**LARGEST LOCAL CHAPTER MEMBERSHIP  
PROFESSIONAL DIVISION  
Entry Form**

The Largest Local Chapter Membership – Professional Division is awarded to the chapter that recruits the most **NEW OR RENEWED** Professional members. Complete this form and return by the conference deadline. Entries will be verified with the National Professional Membership rosters.

SCHOOL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CHAPTER NAME \_\_\_\_\_ CHAPTER NUMBER \_\_\_\_\_

| PROFESSIONAL NAME | ADDRESS | DATE DUES PAID | NEW OR RENEWAL |
|-------------------|---------|----------------|----------------|
| 1.                |         |                |                |
| 2.                |         |                |                |
| 3.                |         |                |                |
| 4.                |         |                |                |
| 5.                |         |                |                |
| 6.                |         |                |                |
| 7.                |         |                |                |
| 8.                |         |                |                |
| 9.                |         |                |                |
| 10.               |         |                |                |



# LOCAL RECRUITMENT OF CHAPTERS

## Entry Form

SCHOOL NAME \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

CHAPTER NAME \_\_\_\_\_ CHAPTER NUMBER \_\_\_\_\_

| <b>CHAPTER CHARTERED OR REACTIVATED</b><br>(Name, Address, and Chapter Number) | <b>CHARTER OR REACTIVATION DATE</b> | <b>ACTIVITIES COMPLETED TO CHARTER OR REACTIVATE</b> |
|--|-------------------------------------|--|
| 1.   |                                     |  |
| 2.   |                                     |  |
| 3.   |                                     |  |
| 4.   |                                     |  |
| 5.   |                                     |  |

**I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT:**

\_\_\_\_\_  
CHAPTER PRESIDENT

\_\_\_\_\_  
CHAPTER ADVISER



## OUTSTANDING LOCAL ADVISER RATING SHEET

Points may range between zero and maximum number allowed.

### Experience

|  |        |             |          |          |
|--|--------|-------------|----------|----------|
| Years of participation<br>in FBLA activities and<br>contributions to<br>chapter projects | 5 yrs  | _____ 5 pts |          |          |
|  | 10 yrs | _____ 5 pts |          |          |
|  | 15 yrs | _____ 5 pts |          |          |
|  | 20 yrs | _____ 5 pts |          |          |
|  | 25 yrs | _____ 5 pts |          |          |
|  | 30 yrs | _____ 5 pts | _____ 30 | _____ 30 |

### Leadership Positions Held in FBLA:

|                             |           |             |         |          |
|-----------------------------|-----------|-------------|---------|----------|
| District Coordinator        | 3 yrs     | _____ 2 pts |         |          |
|                             | 6 yrs     | _____ 2 pts |         |          |
|                             | 9 yrs     | _____ 2 pts | _____ 6 |          |
| District Officer<br>Adviser | 6-10 yrs  | _____ 2 pts |         |          |
|                             | 11-15 yrs | _____ 2 pts | _____ 4 |          |
| State Officer<br>Adviser    | 6-10 yrs  | _____ 2 pts |         |          |
|                             | 11-15 yrs | _____ 2 pts | _____ 4 |          |
| National Officer<br>Adviser |           | _____ 2 pts | _____ 2 | _____ 16 |

### FBLA Leadership Conference/Workshop Participation:

|               |              |             |         |          |
|---------------|--------------|-------------|---------|----------|
| District      | 1-5 Fall     | _____ 2 pts |         |          |
|               | 1-5 Spring   | _____ 1 pts |         |          |
|               | 6-10 Fall    | _____ 2 pts |         |          |
|               | 6-10 Spring  | _____ 1 pts |         |          |
|               | 11-15 Fall   | _____ 2 pts |         |          |
|               | 11-15 Spring | _____ 1 pts |         |          |
|               | 16-20 Fall   | _____ 2 pts |         |          |
|               | 16-20 Spring | _____ 1 pts |         |          |
|               | 21-30 Fall   | _____ 2 pts |         |          |
| 21-30 Spring  | _____ 1 pts  | _____ 15    |         |          |
| State         | 1-5 State    | _____ 2 pts |         |          |
|               | 6-10 State   | _____ 2 pts |         |          |
|               | 11-15 State  | _____ 2 pts | _____ 6 | _____ 21 |
| National Fall | 1-5 NFLC     | _____ 2 pts |         |          |
|               | 6-10 NFLC    | _____ 2 pts |         |          |
|               | 11-15 NFLC   | _____ 2 pts | _____ 6 |          |
| National      | 1-5 NLC      | _____ 2 pts |         |          |
|               | 6-10 NLC     | _____ 2 pts | _____ 4 | _____ 10 |

**Participation in Local, State, and National Projects**

**No. of Years of Participation**

|                                 |                   |       |              |
|---------------------------------|-------------------|-------|--------------|
| Gold Seal Chapter               | _____ X 1 = _____ |       |              |
| Business Achievement Awards     | _____ X 1 = _____ |       |              |
| Contribution to National Center | _____ X 1 = _____ |       |              |
| March of Dimes                  | _____ X 1 = _____ |       |              |
| Arkansas Children's Hospital    | _____ X 1 = _____ |       |              |
| Community Service Project       | _____ X 1 = _____ |       |              |
| American Enterprise Project     | _____ X 1 = _____ |       |              |
| Partnership with Business       | _____ X 1 = _____ |       |              |
| State Incentive Program         | _____ X 1 = _____ |       |              |
| ARORA                           | _____ X 1 = _____ |       |              |
| Local Annual Business Report    | _____ X 1 = _____ |       |              |
| Other _____                     | _____ X 1 = _____ |       |              |
| Other _____                     | _____ X 1 = _____ |       |              |
| Other _____                     | _____ X 1 = _____ |       |              |
|                                 |                   | _____ | 33 (Maximum) |

**Recommendations Supportive of Adviser's Involvement in FBLA:**

|                   |         |         |         |
|-------------------|---------|---------|---------|
| 1 Recommendation  | _____ 2 |         |         |
| 2 Recommendations | _____ 3 | _____ 5 | _____ 5 |

**Participation in other Professional Organizations: (List)**

|       |                            |         |         |
|-------|----------------------------|---------|---------|
| _____ | (1 point per organization) |         |         |
| _____ |                            |         |         |
| _____ |                            |         |         |
| _____ |                            | _____ 5 | _____ 5 |

**Involvement in Community Activities: (List)**

|       |                            |         |         |
|-------|----------------------------|---------|---------|
| _____ | (1 point per organization) |         |         |
| _____ |                            |         |         |
| _____ |                            |         |         |
| _____ |                            | _____ 5 | _____ 5 |

**Total Score** \_\_\_\_\_ 125

**Adviser**

\_\_\_\_\_

**School**

**Judge's Signature**

**Judge's Comments:**



## WHO'S WHO IN FBLA RATING SHEET

Points may range between zero and maximum number allowed.

**FUTURE LEVEL OF THE BUSINESS ACHIEVEMENT AWARD**      Required \_\_\_\_\_

**FBLA MEMBERSHIP**

10<sup>th</sup> \_\_\_\_\_ 3      11<sup>th</sup> \_\_\_\_\_ 3      12<sup>th</sup> \_\_\_\_\_ 3      \_\_\_\_\_ 9

**FBLA OFFICES (campaigned or submitted application for Parliamentarian)**

Local Officer      10<sup>th</sup> \_\_\_\_\_ 2      11<sup>th</sup> \_\_\_\_\_ 2      12<sup>th</sup> \_\_\_\_\_ 2      \_\_\_\_\_ 6

District Officer  
 Campaigned      10<sup>th</sup> \_\_\_\_\_ 1      Served 11<sup>th</sup> \_\_\_\_\_ 2  
 Campaigned      11<sup>th</sup> \_\_\_\_\_ 1      Served 12<sup>th</sup> \_\_\_\_\_ 2      \_\_\_\_\_ 6

State Officer  
 Campaigned      10<sup>th</sup> \_\_\_\_\_ 1      Served 11<sup>th</sup> \_\_\_\_\_ 3  
 Campaigned      11<sup>th</sup> \_\_\_\_\_ 1      Served 12<sup>th</sup> \_\_\_\_\_ 3      \_\_\_\_\_ 8

National Officer  
 Campaigned      10<sup>th</sup> \_\_\_\_\_ 1      Served 11<sup>th</sup> \_\_\_\_\_ 4  
 Campaigned      11<sup>th</sup> \_\_\_\_\_ 1      Served 12<sup>th</sup> \_\_\_\_\_ 4      \_\_\_\_\_ 10

**FBLA LEADERSHIP CONFERENCE**

District  
 Fall      10<sup>th</sup> \_\_\_\_\_ 1      Spring 10<sup>th</sup> \_\_\_\_\_ 1  
 Fall      11<sup>th</sup> \_\_\_\_\_ 1      Spring 11<sup>th</sup> \_\_\_\_\_ 1  
 Fall      12<sup>th</sup> \_\_\_\_\_ 1      Spring 12<sup>th</sup> \_\_\_\_\_ 1      \_\_\_\_\_ 6

State      10<sup>th</sup> \_\_\_\_\_ 2      11<sup>th</sup> \_\_\_\_\_ 2      \_\_\_\_\_ 4

National Fall      10<sup>th</sup> \_\_\_\_\_ 2      11<sup>th</sup> \_\_\_\_\_ 2      12<sup>th</sup> \_\_\_\_\_ 2      \_\_\_\_\_ 6

National      10<sup>th</sup> \_\_\_\_\_ 2      11<sup>th</sup> \_\_\_\_\_ 2      \_\_\_\_\_ 4

**FBLA COMPETITIVE EVENTS**

|         | <u>District</u>          | <u>State</u>             | <u>National</u>          |          |
|---------|--------------------------|--------------------------|--------------------------|----------|
| Entered | 10 <sup>th</sup> _____ 1 | 10 <sup>th</sup> _____ 1 | 10 <sup>th</sup> _____ 1 |          |
| Entered | 11 <sup>th</sup> _____ 1 | 11 <sup>th</sup> _____ 1 | 11 <sup>th</sup> _____ 1 |          |
| Entered | 12 <sup>th</sup> _____ 1 | 12 <sup>th</sup> _____ 1 |                          |          |
| Placed  | 10 <sup>th</sup> _____ 2 | 10 <sup>th</sup> _____ 3 | 10 <sup>th</sup> _____ 4 |          |
| Placed  | 11 <sup>th</sup> _____ 2 | 11 <sup>th</sup> _____ 3 | 11 <sup>th</sup> _____ 4 |          |
| Placed  | 12 <sup>th</sup> _____ 2 |                          |                          | _____ 28 |

**BUSINESS ACHIEVEMENT AWARDS**

|          |       |  |  |          |
|----------|-------|--|--|----------|
| Future   | _____ | 2 (must have completed to be eligible) |  |          |
| Business | _____ | 4                                      |  |          |
| Leader   | _____ | 6                                      |  |          |
| America  | _____ | 8                                      |  | _____ 20 |

**BUSINESS COURSES REFLECTED ON TRANSCRIPT**

(as defined by Business Education Frameworks)

|         |         |         |         |         |
|---------|---------|---------|---------|---------|
| _____ 1 | _____ 1 | _____ 1 | _____ 1 |         |
| _____ 1 | _____ 1 | _____ 1 | _____ 1 | _____ 8 |

**PARTICIPATION IN OTHER ORGANIZATIONS**

(one point per organization)

|         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|
| _____ 1 | _____ 1 | _____ 1 | _____ 1 | _____ 1 | _____ 5 |
|---------|---------|---------|---------|---------|---------|

**TOTAL SCORE \_\_\_\_\_ 120**

(deduct up to 10 points for failure to fully follow guidelines) (-\_\_\_\_\_)

**FINAL SCORE \_\_\_\_\_ 120**

**Name** \_\_\_\_\_

**School** \_\_\_\_\_

**City** \_\_\_\_\_

**Judge's Signature:** \_\_\_\_\_

**Judge's Comments:**



---

# District Supplement

---

## District Officers

It is the duty of the members of the district to elect officers based on their qualifications and abilities. In the election of officers, the candidates for each office should be measured according to their abilities to perform the duties and responsibilities as listed in this District Supplement.

District officers for Arkansas Future Business Leaders shall be: State Vice President, Vice President, Secretary, Treasurer, and Reporter. The district Parliamentarian will be appointed in accordance with Article IV, Section 3 of the State Bylaws. These officers will be elected by the use of electronic voting. Each chapter within the geographic boundaries of the district may be represented at the District Leadership Conference by the following voting delegates:

Under 50 members - two (2) voting delegates  
Over 100 members - four (4) voting delegates  
50-100 members - three (3) voting delegates

Delegates present and voting at each District Leadership Conference shall constitute a quorum.

## Qualifications and Procedures for District Officer Candidates

1. Before a person may be considered as a candidate for a district officer, he/she must:
  - a. be an active member of FBLA for a minimum of one semester
  - b. file an application on the official form, and
  - c. be recommended by the adviser and have evidence of support from the school and chapter.
2. No two officers shall be **elected** from the same chapter.
3. Candidates for district office must have at least one year remaining in their high school educational program.
4. Presentation speeches by candidates will be limited to a total of two minutes.
5. No chapter may hold the same elected office for two years in succession.
6. The state vice presidents elected from the districts must follow the procedures for a state officer (Refer to state officer duties in this handbook).
7. Officers are **required** to attend the following meetings:
  - a. All Executive Council Meetings for their district. Additionally, the state vice presidents are required to attend all State Executive Council Meetings.
  - b. National Leadership Conference (required for State Vice Presidents only)
  - c. State Officers Training (State Vice President only)
  - d. National Fall Leadership Conference (required for State Vice Presidents only)
  - e. District Fall Leadership Conference
  - f. Spring District Leadership Conference
  - g. State Leadership Conference of year elected



## Duties and Responsibilities of District Officers

### District President/State Vice President

1. Preside at the Fall Leadership Conference, the Spring Leadership Conference and the District Executive Council Meetings.
2. Have an agenda and follow it. Prepare a script to be followed at each meeting at least **seven days** prior to the meeting. You should have your local adviser and district coordinator review the script.
3. Organize an overall plan of action (program of work) for a district-wide program.
4. Write follow-up "thank you" letters to host schools and others who helped with the district conferences.
5. Know parliamentary procedure and conduct business according to *Robert's Rules of Order - Newly Revised*.
6. Serve as ex-officio member of all committees.
7. Represent your district at special school events.
8. Attend the National Leadership Conference and the National Fall Leadership Conference. Must travel with the state group.
9. Represent the schools in your district on the State Executive Council.
10. Respond to all correspondence within a week of receipt. Send a copy of the correspondence to the district coordinator and state adviser as well as a copy of your reply.
11. Keep receipts for every FBLA expenditure that you spend for district or state business. District expenses will be reimbursed upon approval of the district coordinator. Claims for district reimbursement should be mailed to the district coordinator for approval. State expenses will be reimbursed upon approval of the state adviser.
12. Work closely with the district vice president as he/she may be required to assume the duties of the State Vice President if he/she is absent or unable to perform the duties of the office.
13. Keep all district documents and present them to the newly-elected state vice president.
14. Attend the State Officers Training.
15. Attend the State Leadership Conference.

## **District Vice President**

1. Work very closely with the district coordinator in planning the competitive events activities at the Spring Leadership Conference.
2. Conduct meetings in the absence of the state vice president.
3. Act in an advisory capacity at all times.
4. Be fully informed of all duties of the state vice president and be prepared at all times to assume the office.
5. Be familiar with parliamentary procedure.
6. Assume other duties at the discretion of the state vice president.
7. Keep all district documents (including competitive event registration forms) pertaining to your duties and turn them over to the newly-elected vice president.
8. Keep a record of all winners in every competitive event at the Spring Conference to go in your files and send a list to the district secretary, state vice president, district coordinator, and state adviser within a week of the conference.
9. Respond to all correspondence within a week of receipt. Send a copy of correspondence as well as a copy of your reply to the state vice president and district coordinator.
10. Keep receipts for every FBLA expenditure for district business. District expenses will be reimbursed upon approval of the district coordinator. Send reimbursement forms to the district coordinator for approval.

## **District Secretary**

1. Type names, addresses, school and home phone numbers for all new district officers and advisers and mail copies to each person on the list and a copy to the district coordinator and state adviser.
2. Serve as recorder for all official meetings:
  - a. Executive Council meetings
  - b. District Fall Leadership Conference
  - c. District Spring Leadership Conference
3. Maintain a permanent record book of minutes during your term of office.
4. Keep records of the number of votes cast on each item of business.
5. Prepare a complete record of the annual District Spring Leadership Conference and send a copy to the district coordinator, state adviser, and state reporter within ten days of the conference.
6. Prepare all records to be presented to the newly-elected secretary at the end of your term.
7. Have on hand for each meeting the following items:
  - a. Secretary's notebook and minutes of the previous meeting
  - b. List of committees and committee reports
  - c. Copies of the constitution and bylaws
  - d. Copy of State Handbook and Awards Program (includes District Supplement)
8. Type copy of the minutes of all the Executive Council meetings and mail to all chapters in

the Fall and Spring Leadership Conference packets. These must be approved by your adviser and the district coordinator before mailing.

9. Type certificates for the Spring Leadership Conference. All information except the winner's name and school should be typed on the certificates. These should be typed and brought to the Executive Council meeting for signatures.
10. Respond to all correspondence within a week of receipt. Send a copy of correspondence as well as a copy of your reply to the state vice president and district coordinator.
11. Keep a file of all correspondence and projects to be transmitted to the next year's secretary.
12. Keep receipts for every FBLA expenditure for district business. District expenses will be reimbursed upon approval of the district coordinator. Send reimbursement forms to the district coordinator for approval.

### **District Treasurer**

1. Act as custodian of all funds.
2. Collect registration fees and give financial reports as called for by the state vice president or district coordinator.
3. Distribute receipts of all money collected.
4. Pay out funds by authorization of your adviser and district coordinator.
5. Be in charge of registration at the District Fall and Spring Leadership Conferences.
6. Prepare and send a treasurer's report to the district coordinator after Fall Leadership Conference and the Spring Leadership Conference.
7. Prepare financial statements to include in the registration packets for District Fall and Spring Leadership Conferences.
8. Respond to all correspondence within a week of receipt. Send a copy of correspondence as well as a copy of your reply to the state vice president and district coordinator.
9. Keep receipts for every FBLA expenditure for district business. District expenses will be reimbursed upon approval of the district coordinator. Send reimbursement forms to the district coordinator for approval.

### **District Reporter**

1. Act as public relations officer for the district.
2. Work closely with the state reporter in providing at least five articles from local chapters to be included in the state newsletter. These articles should be short, concise news briefs.
3. Provide articles to the state reporter for District Fall Leadership Conference and District Spring Leadership Conference.

4. Publish two district newsletters: one to be distributed at the District Fall Leadership Conference and one for the District Spring Leadership Conference. **Send copies of these newsletters to the state reporter and state adviser.**
5. Keep a file of all correspondence and projects to be transmitted to next year's reporter.
6. Respond to all correspondence within a week of receipt. Send a copy of correspondence as well as a copy of your reply to the state vice president and district coordinator.
7. Keep receipts for every FBLA expenditure for district business. District expenses will be reimbursed upon approval of the district coordinator. Send reimbursement forms to the district coordinator for approval.

### **District Parliamentarian**

1. Be prepared to advise the presiding officer and other members of the District Executive Council on points of parliamentary procedure.
2. Have reference material pertaining to acceptable parliamentary procedure available to refer to should the need arise.
3. Be ever alert and call the Chair's attention to significant irregularities in procedure.
4. Be prepared to explain any irregularity and its effect on the fair and equal rights of all members.
5. Keep a file of all correspondence and projects to be transmitted to next year's parliamentarian.
6. Respond to all correspondence within a week of receipt. Send a copy of correspondence as well as a copy of your reply to the state vice president and district coordinator.
7. Keep receipts for every FBLA expenditure for district business. District expenses will be reimbursed upon approval of the district coordinator. Send reimbursement forms to the district coordinator for approval.

### **Officer Vacancies**

Occasionally a district officer will resign his/her office or is asked to resign because he/she does not fulfill their required responsibilities for their office. The guidelines for filling these vacancies are as follows:

1. If the office was opposed, the student not elected will be offered the office. In case more than one other candidate ran for the office, the candidate receiving the highest votes would be offered the office first. (Be sure to keep vote count for this purpose).
2. If the student resigning the office was unopposed in the election, the office will be filled by an appointment by the State Vice President (must be approved by the

District Coordinator). Preference should be given to a student from the same chapter.

3. Chapters holding elected officers (including those appointed to fill vacancies) will not be allowed to run for that office again the next year. This does not apply to Parliamentarian as this office is appointed based on written test score.
4. For offices in which no applications are received, the office should be offered to students running for other offices where there is more than one candidate (begin with the highest office and work down). If more than one student is involved, use the highest number of votes received. For example, if three candidates are running for State Vice President and there are no candidates for the office of Reporter, the candidate receiving the second highest number of votes for State Vice President would have first option to fill the office of Reporter.
5. If an officer serving as District President/State Vice President vacates either office, the officer must vacate both offices.

If it is necessary for a district officer to resign, the student must submit a letter of resignation to the District Coordinator. In case of the resignation of a State Vice President, the letter of resignation must be submitted to the District Coordinator and the State Adviser.

If duties are not fulfilled as required by the application contract and the Code of Conduct, an officer can be removed from office by the District Executive Council on recommendation of the District Coordinator.

A student may not serve as an officer on the district or state level if they have not attended the required officer training for their level. An exception on a filled vacancy would be if the student had previously attended a required officer training.

## District FBLA Installation of Officers

The State Vice President, as presiding officer, steps up to the podium.

\_\_\_\_\_  
State Vice President

Will the newly-elected officers of the District \_\_\_\_\_ Future Business Leaders of America please come forward as your office is announced. (Light white candle.) Lighting the tallest candle symbolizes the district in its entirety with all members working together. With this symbol we shall charge each officer to do the job for which he/she has been elected. (State Vice President returns to original position.)

\_\_\_\_\_  
Parliamentarian

(Call name of new parliamentarian), Parliamentarian. (New parliamentarian comes forward, picks up green candle, walks to end of the table, and stands beside the lighted white candle.) You have been appointed as parliamentarian of the District Future Business Leaders of America. As parliamentarian, your duties shall be to serve as a consultant on procedural matters and to see that these procedures are carried out correctly. Do you accept these responsibilities and promise to fulfill them to the best of your ability?

**District Parliamentarian: I do.**

I now declare you, in the name of the District \_\_\_\_\_ Future Business Leaders of America, the parliamentarian. (New officer lights green candle.) This candle symbolizes the equal voice of all members under democratic rule. (New parliamentarian returns to original position carrying the lighted green candle.)

\_\_\_\_\_  
Reporter

(Call name of new reporter), Reporter. (New reporter comes forward, picks up violet candle, walks to end of table, and stands beside the lighted white candle.) You have been elected the reporter of the District \_\_\_\_\_ Future Business Leaders of America. As reporter, your job shall be to report meetings and other newsworthy activities of the district through the proper channels. Do you accept this responsibility and promise to fulfill your duties to the best of your ability?

**District Reporter: I do.**

I now declare you, in the name of District \_\_\_\_\_ Future Business Leaders of America, the reporter. (New reporter lights candle.) This violet candle symbolizes the inspiration and enlightenment that can be brought by reporting the activities of the District \_\_\_\_\_ Future Business Leaders of America (New reporter returns to original position carrying the lighted violet candle).

\_\_\_\_\_

(Name of Treasurer), Treasurer. (Treasurer comes forward,

Treasurer

picks up blue candle, walks to end of table, and stands beside the lighted white candle.) You have been elected the treasurer of the District \_\_\_\_\_ Future Business Leaders of America. In electing you to this office, the members have shown their faith in your business ability and your honesty. Do you promise to keep accurate records of all money received and disbursed and present orderly records upon proper requests?

**District Treasurer: I do.**

I now declare you, in the name of the District \_\_\_\_\_ Future Business Leaders of America, the treasurer. (New officer lights blue candle.) This lighted blue candle symbolizes the trust and confidence which the members have in your ability to safeguard all funds. (New treasurer returns to original position carrying the lighted blue candle.)

\_\_\_\_\_  
Secretary

(Name of secretary), Secretary. (Secretary comes forward, picks up yellow candle, walks to the end of the table and stands beside the lighted white candle.) You have been elected the secretary of the District \_\_\_\_\_ Future Business Leaders of America. Accepting this office obligates you to be present and keep a record of what takes place at every meeting. Do you accept the responsibility and promise to fulfill your duties to the best of your ability?

**District Secretary. I do.**

I now declare you, in the name of the District \_\_\_\_\_ Future Business Leaders of America, the secretary. (Secretary lights yellow candle.) This yellow candle symbolizes constancy in attendance and in keeping members informed of the district's progress. (New secretary returns to original position carrying the yellow lighted candle.)

\_\_\_\_\_  
Vice President

(Name of vice president), Vice President. (Vice president comes forward, picks up orange candle, walks to end of table and stands beside the lighted white candle.) You have been elected vice president of the District \_\_\_\_\_ Future Business Leaders of America. Your duty will be to assume the responsibilities in the absence of the State Vice President acting in his/her stead. Do you accept this responsibility and promise to fulfill your duties to the best of your ability?

**District Vice President. I do.**

I now declare you, in the name of the District \_\_\_\_\_ Future Business Leaders of America, the vice president. (Vice president lights orange candle.) This orange candle is the symbol of the harmony and faithfulness which should characterize your efforts in working with the State Vice President to carry out the ideals of this district. (New vice president returns to original position carrying the lighted orange candle.)

---

State Vice President

(Name of state vice president), State Vice President. (State vice president comes forward, picks up red candle and stands beside the lighted white candle.) The members of District \_\_\_\_\_ Future Business Leaders of America have bestowed upon you the honor of being their State Vice President. Your major responsibility is to lead and encourage this district in all its activities. It is your duty to preside at all meetings and see that they are conducted in accordance with the constitution and correct principles of parliamentary practice. Do you accept this responsibility and promise to fulfill your duties to the best of your ability?

**State Vice President. I do.**

I now declare you in the name of the District \_\_\_\_\_ Future Business Leaders of America, the state vice president. (New officer lights red candle.) This red candle is the symbol of your duties and obligation to the district and its members. (New state vice president returns to original position carrying the lighted red candle.)

(Addressing the members of the district.) You have heard the vows that these officers of your district have taken. In your presence, I now declare them officially installed as officers of District \_\_\_\_\_ Future Business Leaders of America for the coming year.

(The new officers blow out candles. All new and outgoing officers except the outgoing State Vice President walk off stage. They may remain behind the stage or be seated in the audience if seats have been reserved for them at the front.)

**Retiring Address of Outgoing State Vice President**

(Approximately 3-5 minutes)

(At the end of the outgoing state vice president's retiring address, the state vice president calls the newly-elected state vice president to the stage and presents the gavel as a symbol of turning over the office and the outgoing state vice president walks off stage.)

(At this point, the new state vice president may want to return the gavel to the outgoing state vice president as a keepsake for the year spent in office and as an act of appreciation from the members. This is an optional activity and must be decided in advance.)

(The new state vice president may make a few remarks, make announcements, etc. and then adjourns the conference.)



## Fall Leadership Conference

A Fall Leadership Conference is a one-day conference held in each district in order to provide leadership training for local officers and members. The conference provides up-to-date information on current FBLA projects and events through the use of guest speakers, workshops, and local officer training sessions. The state vice president and district coordinator from the district work closely with the District Executive Council in planning the program for the meeting.

An informational packet about the conference will be distributed by the district coordinator to each local chapter in each district and will contain registration details.

## Spring Leadership Conference and Awards Program

The Spring Leadership Conference provides an opportunity for FBLA members to compete in the competitive events at the district level. This conference allows local chapters an opportunity to select their most outstanding students to compete in order to earn a spot in state competition. Additionally, local chapter voting delegates elect district officers during this conference. Local chapter members are provided learning situations which can improve knowledge about FBLA, develop leadership training, and shape attitudes that will advance the students' business careers.

The conference is open to local chapter members, advisers, and chaperons. In order for members to be voting delegates, district officer candidates, state vice president candidates, or official competitors at the District Spring Leadership Conference, **dues must be received in the national office on or before the state deadline of the current school year**.

Competitive events are held as a means of motivating interest, thereby improving activities through wholesome and constructive competition. Competitive events should be by-products of chapter activities rather than the main objective. Local and state leaders have an important responsibility in seeing that the proper spirit and attitude is developed toward the competitive event program. The value of learning to win as well as to lose is important in leadership training.

Competitive events fall into four categories: **recognition, individual, team, and chapter**. A contestant may enter any number of chapter events. A contestant may enter only one **individual or team** event. Who's Who is a recognition event and **not** considered a competitive event. A member may enter Who's Who and another competitive event.

Refer to the State Handbook or Chapter Management Handbook for a complete listing and description of events.