

Future Business Leaders of America (FBLA)

Arizona Chapter

Policies and Procedures



FBLA Arizona Policies and Procedures

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Conferences and Events

Leadership Camp

The Leadership Camp is designed to help prepare local FBLA chapter officers/potential officers for success. Depending on the location, chapters will have a student limit between 4 and 12 for attendance. Each year's limit may be adjusted as needed.

Regional Conferences

Each region *may* hold a Winter Regional Conference. A Regional Conference shall take place during the months of January or February only. All Regional Conferences shall be held on University or College campuses when available. The Regional Conferences shall be coordinated by the State Office with assistance from the Executive Council and State Officer Team. Any profit from the Regional Conference may be distributed to local FBLA chapters that assisted in the planning of the Regional Conference at the discretion of the State Office.

State Leadership Conference

Event Information

Minimum Event Entry Requirements

For Individual and Team Performance events, the event may not be offered at the State Leadership Conference if there are not at least 5 separate entries. For example, if the Entrepreneurship event has 4 teams entered and the Network Design has 5 teams entered, the State Office could decide not to hold the Entrepreneurship event but would hold the Network Design event.

Online Testing Procedures

Once you have completed and confirmed your chapter's registration for the State Leadership Conference, you will receive instructions for accessing your student's online tests. Each student will have an individual username and password. Each test will need to be administered by an FBLA adviser or other school teacher/administrator. Students are not permitted to take the tests at home or on their own time.

By accepting the online username and passwords, you are agreeing to monitor or provide a monitor for the execution of the online tests. Student may not work together on any test. This includes team tests. Team tests must be taken individually but during the same time period. For example, if your Entrepreneurship team has two members, both members must take the entrepreneurship test at the same time. They may not work together but need to take the test at the same time to eliminate the possibility of sharing the questions to expect on the test.

This applies to the following events: Marketing, Entrepreneurship, Parliamentary Procedures, Network Design, International Business, Business Management, Management Information Systems, Business Ethics, Banking and Financial Systems, Introduction to Event Planning, Hospitality and Event Management, Sport and Entertainment Management.

Updated on 9/27/22

Taking a Test but Not Attending the State Leadership Conference

Unless otherwise indicated by the State Office, no member will be allowed to compete in an event but not attend the State Leadership Conference. It is expected that if a student registers for and competes in an event, they will also attend the conference. Special circumstances will be handled on a case-by-case basis.

Previous State Conference 1st Place Winner

If a student wins 1st place in an event at the State Leadership Conference, they can no longer compete in that event at Regional, or State Conference.

When are event scores considered final?

State Leadership Conference scores are considered final one-week after the conclusion of the State Leadership Conference. Any discrepancies need to be addressed within that time period and should be sent via email to the FBLA Arizona State Office.

National Leadership Conference

Previous Year Competitor

If a member competed in an event at the National Leadership Conference, regardless of whether or not that student placed, they cannot compete in that event at any future FBLA conference. The restricted conferences include: Winter Regional Conferences, State Leadership Conference and National Leadership Conferences. There are certain events that are exceptions and these events are indicated below:

The following events may have no more than 1 team member that has competed in the specific event at a prior National Leadership Conference.

Entrepreneurship, Network Design, , International Business, Management Information Systems, Banking and Financial Systems, E-Business, Digital Video Production, Website Design, Business Financial Plan, Business Plan, Business Management, and all Team Events.

Financial Policies

Past Due Policy

FBLA Arizona may charge a registration or other fee to attend conferences, events, trainings or to pay for programs like affiliation. FBLA Arizona will adhere to the following Accounts Receivable Policy.

1. At 30-days past due, an email will be sent to the local adviser. This email will explain the issue and include the past due invoice. Any chapter with a past due account 30 days or greater will not be able to register for any future event until the invoice is paid.

2. At 60-days past due, a letter will be emailed to the local adviser, Local Director and Principal. This letter will explain the issue, include the invoice and place on the chapter on pending-probation. A chapter on pending-probation is at risk of losing their chapter status.
3. At 90-days past due, a letter will be emailed to the local adviser, Local Director, Principal, and Superintendent. At this time, the chapter may be placed on suspended status. This chapter will not be recognized as an official FBLA chapter and will need to complete an appeal process to be reinstated.

Un-cashed Check Policy

1. At 30 days, QuickBooks will be checked by the director/admin for any un-cashed checks and flag them.
2. At 60 days, the payee of the check will be notified by email or phone. The status of the check will be determined at this time. (lost, never received). Payee will be asked to cash the check immediately. Payee will be informed that they will have 30 days to cash their check before it is voided. Payee will be responsible for all fees if checks need to be re-issued.
3. At 90 days, the check will be voided and the payee notified.

Adding to FBLA Arizona Savings

The FBLA Executive Council may direct the State Director to add any year-end profits to a Savings Account at the end of the fiscal year. Any monies that are ear-marked for other uses may be exempt from this policy.

Early-Bird Registration

FBLA Arizona may impose a chapter registration fee that shall not exceed \$50 per chapter, per event. This fee will be waived if registration is received prior to the Early-Bird registration date which will be determined by the State Director.

State Officer Candidates

Any current FBLA Arizona member that has at least one school year remaining may submit an application to run for State Office. Candidates will abide by the following procedure:

- 1) All applications for State Office are due by February 8th of the election unless otherwise stated by the state office.

- 2) All state officer candidates must be enrolled, completed, or plan to complete an official Career and Technical Education (appropriate to FBLA) program as determined by the State Department of Education.
- 3) All state officer candidates shall be interviewed at the official "State Officer Interviews." Exact dates vary by year.
- 4) All state officer candidates shall complete the application fully. This includes administrator, adviser and parental signatures.
- 5) All state officers must provide a valid social security number.
- 6) Only those candidates approved by the State Officer Interview committee shall be allowed to campaign at the State Leadership Conference. Results from the interview process will not be shared with the candidate or adviser.
- 7) Only two candidates from any FBLA Arizona chapter may move on past the "State Officer Interview" to campaign at the State Leadership Conference.
- 8) Only one candidate from any FBLA Arizona chapter may be elected to the team after the completion of the campaign process. This does not apply to national officer candidates who are also running during the same campaign year.
- 9) A maximum of 14 candidates will move on past the "State Officer Interview" to campaign at the State Leadership Conference.
- 10) Election results are determined by a weighted score of 60% student vote at the State Leadership Conference and 40% State Officer Interview Score.
- 11) The 8 candidates with the highest overall score based on the formula above shall be considered "elected" as the state officer team. If two candidates from the same school qualify in the top 8 scores, then the highest candidate score out of the two will be elected and the 9th highest overall candidate score will take the other place.
- 12) Elections are considered official upon the conclusion of the Awards Session at the respective State Leadership Conference. Results will be certified by at least two members of the FBLA Arizona State Staff.

Campaign Policy

- 1) Candidates can spend no more than \$500 on a campaign. This includes cash and in-kind contributions.
- 2) Candidates are required to maintain a campaign financial record of income and expenditures.
- 3) Candidates may be asked to produce the campaign financial record following the conclusion of the State Leadership Conference.
- 4) Candidates that do not produce the campaign financial record or are shown to have spent more than \$500 may be removed from office.

State Officer Titles & Responsibilities

The titles and responsibilities of FBLA Arizona – State Officers shall be:

- 1) **President.** The President shall:
 - a. serve as chairperson of the State Executive Council
 - b. preside over the State Executive Council meetings and other business meetings of *FBLA Arizona*
 - c. appoint appropriate committees and committee chairs
 - d. serve as an ex-officio member of all committees
 - e. Assist with the management of State Officer Team Accountability Chart
 - f. Perform other duties for the promotion and development of local, state, and national FBLA under the direction of the FBLA State Director.
- 2) **Executive Vice President.** The Executive Vice President shall:
 - a. Be designated as the official FBLA Arizona national officer candidate
 - b. Work with the President to monitor the Accountability Chart and Committee work.
 - c. Perform other duties for the promotion and development of local, state, and national FBLA under the direction of the FBLA State Director.
- 3) **Vice President of Chapter Development/ State and National Programs.** The VP of Chapter Development/ State and National Programs shall:
 - a. Work with the VP of Community Service to provide opportunities to local chapters (High School and Middle Level) for community service projects implement competitive event programs.
 - b. Provide oversight to Middle Level competitive events and conferences.
 - c. Serve as Middle Level recruitment lead.
 - d. Create and promote local chapter development programs and state chapter awards.
 - e. Work with the VP of Finance to provide local chapter fundraising opportunities.
 - f. Create high school and middle level competitive events tips and event series videos.
 - g. Highlight national programs so advisers can implement them in their programs.
 - h. Perform other duties for the promotion and development of local, state, and national FBLA under the direction of the FBLA State Director.
- 4) **Vice President of Communication.** The VP of Communication shall:
 - a. Create and maintain the FBLA Arizona blog.
 - b. Take and distribute minutes at all Executive Council and State Officer meetings.
 - c. Create and distribute the FBLA Arizona Newsletter.
 - d. Perform other duties for the promotion and development of local, state, and national FBLA under the direction of the FBLA State Director.
- 5) **Vice President of Community Service/Alumni.** The VP of Community Service/Alumni shall:
 - a. Create at least one State Officer community service project.
 - b. Work with VP of Chapter Development to provide opportunities to local chapters for community service projects and define seniors that are currently enrolled in FBLA.
 - c. Work with the PBL President to identify FBLA Alumni students who are enrolled in college and set up an alumni membership drive.
 - d. Work with the VP of Sponsorships to reach out to alumni & professional development members to help get sponsorships for state leadership conference winners.
 - e. Create a video series for Alumni members.

- f. Provide information for the Alumni tab on the azfbla website.
 - g. Perform other duties for the promotion and development of local, state, and national FBLA under the direction of the FBLA State Director.
- 6) **Vice President of Finance/Sponsorships.** The VP of Finance/Sponsorship shall:
- a. Work with the VP of Chapter Development to provide local chapter fundraising opportunities.
 - b. Provide oversight to FBLA Arizona – State Officer fund development programs.
 - c. Maintain and increase the FBLA Arizona scholarship program.
 - d. Create a sponsorship email and flyer to share with the state staff and team.
 - e. Create a list of potential sponsors to share with the state staff and team.
 - f. Assign each state officer a goal regarding sponsorships.
 - g. Seek sponsorships for FBLA Arizona – FLEX & State Leadership Conference.
 - h. Perform other duties for the promotion and development of local, state, and national FBLA under the direction of the FBLA State Director.
- 7) **Vice President of Leadership Development.** The VP of Leadership Development shall:
- a. Serve as state officer representative in the planning process of the Leadership Camp and Fall Leadership Extravaganza.
 - b. Oversee Running for State Officer Workshop updates and planning.
 - c. Work with State Officer Coach and State President to monitor Accountability Chart.
 - d. Coordinate and implement state-wide recognition programs.
 - e. Perform other duties for the promotion and development of local, state, and national FBLA under the direction of the FBLA State Director.
- 8) **Vice President of Media Relations.** The VP of Media Relations shall:
- a. Manage the FBLA Arizona Facebook page.
 - b. Manage the FBLA Arizona Twitter account.
 - c. Manage FBLA Arizona social media outlets as applicable.
 - d. Serve as official Conference photographer.
 - e. Serve as official Conference videographer.
 - f. Create and maintain online State Officer Team E-Portfolio.
 - g. Work with VP of Public Relations to “capture” FBLA member’s stories.
 - h. Perform other duties for the promotion and development of local, state, and national FBLA under the direction of the FBLA State Director.
- 9) **Vice President of Public Relations.** The VP of Public Relations shall:
- a. Create and submit press releases to the State Office following all state events.
 - b. Create and distribute local chapter press release templates.
 - c. Seek media coverage at FBLA Arizona events.
 - d. Coordinate local chapter visit requests.
 - e. Seek public relations opportunities for FBLA Arizona – State Officer Team.
 - f. Work with VP of Media Relations to “capture” FBLA member’s stories.
 - g. Perform other duties for the promotion and development of local, state, and national FBLA under the direction of the FBLA State Director.

National Officer Candidates

Any current FBLA Arizona member that has at least one school year remaining may submit an application to run for National FBLA Office. In addition to the requirements provided by the National Office, Arizona candidates will abide by the following procedure/policy:

- 1) FBLA shall have only one national office candidate per year.
- 2) All FBLA Arizona members that seek national office candidacy shall be interviewed by the nominating committee. The nominating committee shall consist of at least two FBLA-PBL Arizona Board of Trustees members.
- 3) The nominating committee shall approve one (1) national officer candidate.
- 4) Any member that is not approved as the national officer candidate may run for state office if they desire, assuming that they meet the established deadlines and guidelines.
- 5) The chosen national officer candidate shall have an information booth at the State Leadership Conference.
- 6) The chosen national officer candidate will have his or her excursions covered by the FBLA-Arizona state office. No other costs for the conference will be covered.
- 7) The national officer candidate will follow the following timeline at the conclusion of the State Leadership Conference:
 - a. Complete thank you cards to supporters within 2 weeks of SLC.
 - b. Create a timeline with the state office at the conclusion of the SLC to determine dates for print requests, updates to staff, NLC campaign description for the officer team, etc.
- 8) The chosen national officer candidate shall be appointed as a non-voting State Officer and Executive Council Member. This applies regardless of the outcome of the national election.
- 9) The chosen national officer candidate will fall under the same disciplinary policy as the other state officers. This discipline can also be extended to the national level.
- 10) If a duty conflict arises, the national office duties supersede state duties for an elected national officer.

Executive Council

Per FBLA Arizona bylaws, the Executive Council shall be made up of the elected state officer team and no more than 10 local FBLA advisers. Local advisers that are interested in serving on the Executive Council should make this desire known in an email to the FBLA Arizona Director by May 15 of the current year (for the Executive Council term that begins on June 1 of the current year). Adviser positions on the Executive Council are first reserved for advisers of current state officers. All qualified advisers will be considered, and the current Executive Council will approve the slate of advisers that are interested.