



# State Officer Handbook

2023-2024



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## 2022-23 Important Dates

EVENT	DATE
Application Deadline	March 1 at 5:00 PM
*Officer Candidate Test Deadline	March 10 at 5:00 PM
*Campaign Booth Materials & Speeches Deadline	March 20 at 5:00 PM
^Campaign Speech, Resume & Cover Letter Deadline	March 20 at 5:00 PM
High School State Leadership Conference	March 30 - April 1
Collegiate State Leadership Conference	March 31 - April 1
High School Officer Candidate Briefing	March 30 at 3:30 PM
High School Opening Session and Campaign Rally	March 30 at 8:00 PM
High School Campaign Booths Open	March 31 9:00 AM - 2:00 PM
Collegiate Campaign Rally	TBD

\*High School Only

^Collegiate Only

## Who is an Officer?

Being an Iowa FBLA Officer is a privilege afforded for only those members deserving of the experience. Being an Officer is not about being seen in the public eye or about gaining extra recognition but instead about serving the 1,500+ members of our organization. Being an Officer requires a great deal of work, effort, and sacrifices. In return, officers will be greatly rewarded by discovering an experience unmatched by any other. Officers also have the privilege of receiving many opportunities, training, and experiences that will last a lifetime.

Iowa FBLA Officers serve as ambassadors for the association and for the state of Iowa. They also serve as representatives of their families, schools, and communities.

# Position Responsibilities

## FBLA High School Officer Roles

State President	<ul style="list-style-type: none"> <li>• Presides at officer meetings and official business meetings</li> <li>• Appoints appropriately needed committees and committee chairpersons</li> <li>• Maintains close communication with the state adviser and other division presidents</li> <li>• Ensures that the tasks required to accomplish the program of work are being performed in a timely manner by the officer team</li> <li>• Performs duties for the promotion and development of local, district, state and national FBLA</li> <li>• Serves a one year term on the Iowa FBLA Board as a non voting ex-officio member</li> </ul>
State Secretary	<ul style="list-style-type: none"> <li>• Take minutes at all official state meetings</li> <li>• Take minutes at all State Officer meetings</li> <li>• Assist in the creation of newsletters &amp; scrapbooks</li> <li>• Assist with other State Officer initiatives and programs</li> </ul>
State Treasurer	<ul style="list-style-type: none"> <li>• Serve as a member on the Budget Committee</li> <li>• Updates chapters on State Officer expenditures</li> <li>• Approve all State Officer expense reports to be paid by the state association</li> <li>• Assist with other State Officer initiatives and programs</li> </ul>
District 1 Vice President	<ul style="list-style-type: none"> <li>• Presides at meetings in absence of the president and would assume that position if it became vacant (2026-27 year only and then every six years)</li> <li>• Responsible for communications with all chapters in district</li> <li>• Assists with planning activities and district leadership conference in specified district</li> <li>• Assists State President with meetings</li> <li>• Performs other duties as directed by the president or state adviser</li> <li>• Performs duties for the promotion and development of local, district, state and national FBLA</li> </ul>
District 2 Vice President	<ul style="list-style-type: none"> <li>• Presides at meetings in absence of the president and would assume that position if it became vacant (2027-28 year only and then every six years)</li> <li>• Responsible for communications with all chapters in district</li> <li>• Assists with planning activities and district leadership conference in specified district</li> <li>• Assists State President with meetings</li> <li>• Performs other duties as directed by the president or state adviser</li> <li>• Performs duties for the promotion and development of local, district, state and national FBLA</li> </ul>
District 3 Vice President	<ul style="list-style-type: none"> <li>• Presides at meetings in absence of the president and would assume that position if it became vacant (2028-29 year only and then every six years)</li> <li>• Responsible for communications with all chapters in district</li> <li>• Assists with planning activities and district leadership conference in specified district</li> <li>• Assists State President with meetings</li> <li>• Performs other duties as directed by the president or state adviser</li> <li>• Performs duties for the promotion and development of local, district, state and national FBLA</li> </ul>

District 4 Vice President	<ul style="list-style-type: none"> <li>• Presides at meetings in absence of the president and would assume that position if it became vacant (2023-24 year only and then every six years)</li> <li>• Responsible for communications with all chapters in district</li> <li>• Assists with planning activities and district leadership conference in specified district</li> <li>• Assists State President with meetings</li> <li>• Performs other duties as directed by the president or state adviser</li> <li>• Performs duties for the promotion and development of local, district, state and national FBLA</li> </ul>
District 5 Vice President	<ul style="list-style-type: none"> <li>• Presides at meetings in absence of the president and would assume that position if it became vacant (2024-25 year only and then every six years)</li> <li>• Responsible for communications with all chapters in district</li> <li>• Assists with planning activities and district leadership conference in specified district</li> <li>• Assists State President with meetings</li> <li>• Performs other duties as directed by the president or state adviser</li> <li>• Performs duties for the promotion and development of local, district, state and national FBLA</li> </ul>
District 6 Vice President	<ul style="list-style-type: none"> <li>• Presides at meetings in absence of the president and would assume that position if it became vacant (2025-26 year only and then every six years)</li> <li>• Responsible for communications with all chapters in district</li> <li>• Assists with planning activities and district leadership conference in specified district</li> <li>• Assists State President with meetings</li> <li>• Performs other duties as directed by the president or state adviser</li> <li>• Performs duties for the promotion and development of local, district, state and national FBLA</li> </ul>

## FBLA Collegiate Roles

President	<ul style="list-style-type: none"> <li>• Presides at officer meetings and official business meetings</li> <li>• Appoints appropriately needed committees and committee chairpersons</li> <li>• Maintains close communication with the state adviser and other division presidents</li> <li>• Ensures that the tasks required to accomplish the program of work are being performed in a timely manner by the officer team</li> <li>• Performs duties for the promotion and development of local, district, state and national FBLA</li> <li>• Serves a one year term on the Iowa FBLA Board as a non voting ex-officio member</li> </ul>
Executive Vice-President	<ul style="list-style-type: none"> <li>• The Vice President presides at meetings in absence of the president and would assume that position if it became vacant</li> <li>• Promote the national membership programs to chapters</li> <li>• Assists State President with meetings</li> <li>• Performs other duties as directed by the president or state adviser</li> <li>• Performs duties for the promotion and development of local, district, state and national FBLA</li> </ul>
Vice President of Financial Development	<ul style="list-style-type: none"> <li>• Updates membership on state officer expenditures at each conference</li> <li>• Assists state president with organizing state scholarship canvassing</li> <li>• Works with businesses and the state staff to promote and foster sponsorship and scholarships</li> </ul>

	<ul style="list-style-type: none"> <li>● Performs other duties as directed by the president or state adviser</li> <li>● Performs duties for the promotion and development of local, district, state and national FBLA</li> </ul>
Vice President of Communication	<ul style="list-style-type: none"> <li>● Records the minutes of the officer meeting and official business meetings</li> <li>● Keeps an accurate record of business brought before the voting delegates at the State Leadership Conference</li> <li>● Assists the Vice President with the creation of communication materials</li> <li>● Helps create president scrapbook with state officer team</li> <li>● Performs other duties as directed by the president or state adviser</li> <li>● Performs duties for the promotion and development of local, district, state and national FBLA</li> </ul>
Vice President of Membership	<ul style="list-style-type: none"> <li>● Shall serve as editor of all state publications that will keep all chapters informed of all local chapter activities</li> <li>● Posts news articles submitted by local chapters to the association website</li> <li>● Capture conference memories through video and pictures</li> <li>● Manages association social media accounts</li> <li>● Performs duties for the promotion and development of local, district, state and national FBLA</li> </ul>

## Officer Behavior

District and State Officers serve as ambassadors for Iowa FBLA and their conduct and demeanor are critical to the reputation, visibility, and success of the state chapter. Officers are expected to abide by the following Code of Conduct, as well as the official Code of Ethics and Dress Code, which apply to all members of the association. District and State Officers and candidates should be fully familiar with these codes and should strive not only to meet their standards, but also to serve as role models in their implementation.

### FBLA Code of Ethics

The Code of Ethics is a standard of conduct that should be ascribed to by all FBLA members and advisers. As role models, District and State Officers and candidates for District and State Office must conduct themselves according to the Code of Ethics at all times.

- I will be honest and sincere.
- I will approach each task with confidence in my ability to perform my work at a high standard.
- I will willingly accept responsibilities and duties.
- I will seek to profit by my mistakes and to take suggestions and criticisms directed toward the improvement of myself and my work.
- I will abide by the rules and regulations of my school.
- I will exercise initiative and responsibility, and will cooperate with my employer and fellow workers.
- I will dress and act in a manner that will bring respect to me and to my school.
- I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

# National Officer Candidate Information

Individuals interested in running for national office must also follow the same procedures as state officer candidates and meet the qualifications for running for State President. The candidate will be voted on just as all state officer positions, and the winning candidate will receive the endorsement of Iowa and the signature of the State Adviser for their national candidate submission materials. All state campaign guidelines must be followed during the officers campaign.

State President candidates are ineligible to run for a national office position. Candidates can run for state office (besides State President) and for the endorsement to run for national office at the same time.

## State Officer Financial Benefits

### State Officer Uniform

Each Iowa FBLA State Officer will be required to have the state officer uniform. Several items for the uniform are provided, but certain items are the responsibility of the officer.

Provided	Officer Responsibility
Official FBLA Blazer*	Dress Shoes or Heels
FBLA Neck Tie*	State Officer Dress, if applicable
FBLA Polo	White Shirt, if applicable
Name Tag	Belt, if applicable
FBLA Blazer Patch*	Dress Pants, if applicable

\*Must be returned at the end of term

If the blazer has not been dry-cleaned before being issued, it will be the responsibility of the officer to get them dry cleaned, but can be reimbursed by the state association.

### Officer Resignation

If an officer resigns before their term is complete, they will be responsible for reimbursing the association for all costs incurred during the officers period. Costs can include (but not limited to) officer uniforms, complimentary conference registration(s), hotel stays, and meals consumed during events.

## Conferences and Events

The state office will give the following benefits to the state officer, local chapter adviser, and chaperone. A chaperone is a high school/middle school adviser, please see [Advisers Role](#) for more information. A check mark indicates that the state association will cover the costs for that item at the event. This list is not all inclusive, and is subject to change.

High School Financial Benefits - Conferences					
Event	Registration	Meals	Lodging (Officer)	Lodging (Adviser)	Lodging (Chaperone)
State Officer Orientation	✓	✓	✓	✓	X
State Officer Training	✓	X	✓	X	✓
NLC	X	Lunch with Officer Team	X	X	X
CSE	50% Discount	X	X	X	X
SFLC	✓	✓	✓	X	Preconference (1 night)
NFLC	X	X	X	X	X
DLC Prep Day	✓	✓	X	X	X
DLC	✓	✓	X	X	X
SLC Prep Day	✓	✓	X	X	X
SLC	✓	✓	✓	X	Preconference (1 night)

\*All lodging will be at dual occupancy for adults and up to quad occupancy for state officers

Collegiate Financial Benefits - Conferences				
Event	Registration	Meals	Lodging (Officer)	Mileage
State Officer Training	✓	✓	✓	✓
NLC	X	X	X	X
Career Connections Conference	X	X	X	X
SLC Prep Day	✓	✓	X	X
SLC	✓	✓	✓	X

\*All lodging will be at dual or quad occupancy for state officers



# Calendar of Events

FBLA state officers have specific expectations and responsibilities while they are in office. **This list is not all inclusive.** Events may come up throughout the year not on this list that officers will be expected to attend. The following events require each state officer and chaperone (High School & Middle School) to attend. Failure to attend required events and conferences can result in removal from office.

<b>High School Conferences &amp; Events (2023-24)</b>		
<b>Event</b>	<b>*Date, Location</b>	<b>Attendance</b>
State Officer Orientation	April 23-24, 2023 TBD, IA	Required
State Officer Training	June 5-6, 2023 Des Moines, IA	Required
Chapter Leadership & Development	June 7, 2023 Des Moines, IA	Required
National Leadership Conference	June 27-30, 2023 Atlanta, GA	Optional
State Fall Leadership Conference	October 27-30, 2023 Des Moines, IA	Required
National Fall Leadership Conference	TBD 2023	Optional
Career Specific Events	TBD 2023	Optional
District Leadership Conference	January, 2024 Locations Assigned	Required
State Leadership Conference Planning Day	March 9, 2024	Required
State Leadership Conference	March 23-26, 2024 Cedar Rapids, IA	Required

<b>Collegiate Conferences &amp; Events (2023-24)</b>		
<b>Event</b>	<b>*Date, Location</b>	<b>Attendance</b>
State Officer Training	June 5-6, 2023 Des Moines, IA	Required
National Leadership Conference	June 25-27, 2023 Atlanta, GA	Optional
Career Connections Conference	TBA	Optional
State Leadership Conference Planning Day	March 9, 2024	Required
State Leadership Conference	March 23-26, 2024 Cedar Rapids, IA	Required

\*Dates are when the officers will be on site to prepare and participate in the conference.

# High School Officer Travel Policy

With the high number of state officers and the high number of events that an officer would attend in the year, some drivers can be allowed to drive themselves to certain activities to represent Iowa FBLA as a part of the duties. Before any travel takes place with a state officer, a travel authorization form must be submitted to the state officer seven (7) days prior to the travel. If the officer does not meet the requirements below to travel to an event, an adviser, school staff member or guardian will have to transport them.

For an officer to be eligible to transport themselves to an event they must:

- Be over the age of 16
- Have a current valid driver license\*
- Have current liability auto insurance on their vehicle\*

\* \*A copy of these items must be on file with Iowa FBLA before travel.

For an officer to drive themselves, the event must be:

- An event that their chapter is not attending
- Pre-approved by Iowa FBLA
- Less than an hour away from their place of residence

Events that officers cannot drive themselves to (but not limited to):

- State Fall Leadership Conference
- District Leadership Conference
- State Leadership Conference
- All National Conferences

Upon election of the office, officers will be required to fill out a travel policy form and have it signed by the officer, local chapter adviser, and a legal guardian.

# High School State Officer Campaign Guidelines

## Candidate Eligibility

A chapter may nominate only two candidates for an elected state office. More than two candidates from the same chapter will not be permitted. It is the policy of Iowa FBLA that current Iowa FBLA State Officers may not endorse any candidate other than themselves running for any office, nor may you use any statement that could be inferred as an endorsement by a current Iowa FBLA State Officer.

## Candidate Requirements

To be eligible to run for state office, applicants must meet the following requirements:

- Must be a current freshman, sophomore or junior who is currently listed in FBLA paid membership.
- Must have met a minimum score on the State Officer Candidate test with a qualifying score of 75% or higher.
- Submit an application with all required documents and attachments by the due date.

## Application

All candidates must submit an application to Iowa FBLA. Applications must be submitted by the deadline set in the State Officer Handbook. At the time of application, an officer must select the position they wish to apply for. Candidates may not apply for multiple positions or switch the position you are applying for after submitting your application. If a position does not have any applicants at the stated deadline, the position will be opened by State Staff at the State Leadership Conference.

## Candidate Qualifier

All applicants must pass a State Officer Candidate test with a score of 75% or higher. This will be an objective test on the essential information about Iowa FBLA and the national organization (rather than some of the trivial information that is necessary to know that every State Officer should know). It is essential to demonstrate the basic fundamentals of the organization through exam questions on the mission statement, creed, pledge, goals and code of ethics for FBLA, Inc. Last year's test will be sent as a study guide once the application has been received. Upon submitting your application, a testing link will be automatically emailed to the local adviser. This test must be proctored by the local adviser and completed by the due date outlined in the State Officer Handbook.

## Campaigning

Campaigning will occur during the State Leadership Conference in the Leadership Lounge. Each candidate will be given a standard table and allocated a space, typically 8' by 8' in dimension. A maximum of \$200.00 may be spent on the campaign: including the printing of materials, promotional items, and campaign booth decorations. A printed financial report using the spreadsheet template provided by the state will be required for submission at the Candidate Briefing Session.

## General Rules

- Campaigning & campaign materials are not allowed outside the Leadership Lounge.
- References in inappropriate nature or bad tastes are not permitted.
- No pictures or names of current State Officers may appear at the campaign booth or be used in the campaign message.

## Campaign Booth

- Iowa FBLA & the hotel are not responsible for damages or missing personal property that is left unattended at any time during the conference.
- All materials that will be used in your campaign booth must be approved by the State Officer Coach. All materials must be submitted by the deadline outlined in the State Officer Handbook to the State Officer Coach.
- Each booth will need to be staffed by at least one person for the entirety of the time.
- Only the candidate and two (2) additional assistants, plus one adviser/adult, may campaign at the booth during this session.
- Items may not be affixed to any walls, and items cannot be placed on the floor around your booth
- Damage of any kind to the facility from the campaign booth will be billed to the candidate's chapter.
- Candidates and their workers may not play music with lyrics at their booths.
- All candidates and campaign staff must be dressed in accordance with the conference dress code. Candidates and campaign staff are not allowed to wear costumes, aprons, t-shirts, hats, etc. in the campaign booth area, campaign hall, or conference sessions.
- Candidates may bring a laptop or tablet to show their campaign video at their booth. The cost of the computer does not need to be factored into the cost of the booth. TVs or extended screens are not permitted.
- Power will not be provided for the campaign booths, use of the hotel power (and extensions cords) are not permitted in the leadership lounge.
- Live animals may not be a part of the campaign booth.
- Walking around the campaign area or standing in the aisle of the campaign hall to engage members or campaign is prohibited.
- Gymnastic type stunts/cheers with stunts are prohibited for reasons of safety and liability.
- Each candidate will receive a 6 foot table with a black table cloth and two chairs provided by the hotel.
- Booths will be pre-assigned to each candidate and cannot be moved.
- Booths will not have access and will not be allowed to use power from the hotel.

## Promotional Items

- There is no limit on the amount of promotional items that can be passed out. All items being passed out at your booth must be included in your financial report.
- Any food or beverage must be factory pre-packaged and not homemade.
- Money may not be used as a promotional item or contest prize.
- A copy of all items at your booth must be sent electronically to the State Officer Coach by the date outlined in the State Officer Handbook.

## Speeches

Speeches will take place during the Opening Session & Campaign Rally. Candidates will have two minutes to give their speech. There will be a timer in front of the stage that will start when the candidate starts speaking. Once 2:00 minutes have passed, the candidate's microphone will be immediately turned off. Speeches begin with the District 1 Vice President and go through the office of President. A copy of your speech must be emailed to the State Officer Coach by the date outlined in the State Officer Handbook. You may make edits after submitting your speech, but your final draft (with changes highlighted) must be submitted during the Candidate Briefing Session.

## Social Media/Online Content

- In **no** case may an officer use social media or online content to campaign for office **before** the end of Opening Session.
  - No references to the candidate's intent to run may be posted by members of the chapter, an adviser, peers, or a family member before this time. This includes posts related to the preparation of materials or encouraging attendees of the conference to visit the candidate or candidates booth.
  - Candidates may post their involvement in FBLA on social media channels, but cannot mention or insinuate their campaign or intent to run before this time.
- If an officer candidate is found to have used social media before the close of opening session, the State Officer Coach, State Adviser and State Chair have the ability to remove the candidate and ask for the posts to be removed.
- Officer candidates may post and brand their SCHED profile as a candidate running for office, but **cannot** use the chat feature in the app to promote their candidacy **before** the end of Opening Session at SLC.

## Candidate Briefing Session

Each candidate will be required to attend a meeting at the State Leadership Conference before competitive events begin on the first day. This meeting must include the submission of a final copy of the speech, with notes of any changes made since the qualifier, a finalized financial report, and a sample of any/all materials being handed out at the campaign booth. Should any material be deemed against guidelines at this meeting, it will not be allowed to be distributed.

## Elections

- All candidates will run and be elected at the State Leadership Conference
- Election of officers will begin with the District Vice President and proceed through the office of State President.
- Elections will take place electronically during the conference. Voting delegates must appear at the Opening General Session & Campaign Rally to receive their credentials to the online voting platform.
- State President, Secretary and Treasurer will be voted on by **all** chapter voting delegates.
- District Vice Presidents will **only** be voted on by the chapter voting delegate from their respective district.
- Each chapter will receive two voting delegates. Chapters may not have more voting delegates than the number of members registered for the conference.
- Voting shall take place by ranked ballot vote of the voting delegates.
- The tellers report will be issued upon request to the Executive Director seven (7) days after the election.

## High School Adviser's Role

A state officer's local adviser plays a very important role in the state officer's success. As an adviser to a state officer, it is important to maintain daily contact with them at school and check in periodically with the officer.

### After a Candidate's Application is Submitted

Once the application is submitted, you and the candidate will receive an automated confirmation email. In this email will include a link to a study guide. The adviser email confirmation will contain a link to request the test. This test must be proctored. The member can take the test at any time before the deadline outlined in the State Officer Handbook. Once the test is submitted, the state officer will immediately find out if they have passed the test.

### If the Candidate is Elected

If your state officer candidate is elected at the State Leadership Conference, the new officer and local chapter adviser will be required to attend the State Officer Orientation, which is listed in the FBLA High School Conferences & Events schedule in the State Officer Handbook.

### Travel

As an adviser to an Iowa FBLA State Officer, includes traveling with the officer to events, such as conferences and other state sponsored events. See the travel policy in the State Officer Handbook for more information about Iowa's travel policy.

### Officer Supervision at Events

As an adviser of a state officer, you will be responsible for chaperoning two of the officers' overnight events. While you are required to arrange transportation for the officer to arrive at all conferences/events/meetings, you are only required to stay for the duration of the event for two times. Following the election of your officer, you will receive

an email with a list of events to sign up for with the other state officer advisers. Iowa FBLA will cover expenses related to chaperoning as outlined in financial benefits section of the State Officer Handbook.

## District Officer Advisers

Every school that has a District Vice President has the honor of hosting the District Leadership Conference. This conference should be organized by the District Vice President, their local adviser, the district adviser (if applicable), and their district council. As an adviser you need to assist the officer and help guide them to hold a successful event. Detailed instructions and assistance for hosting the District Leadership Conference will be provided by Iowa FBLA along with the basic guidelines that need to be followed.

## Conference Registration

Advisers are responsible for registering the state officer for all events and conferences. When registering for events, select the “State Officer” option, if available. See the Conferences and Events sections for financial costs covered by Iowa FBLA for service as a state officer.

# Collegiate State Officer Campaign Guidelines

## Candidate Eligibility

It is the policy of Iowa FBLA that current Iowa FBLA State Officers may not endorse any candidate other than themselves running for any office, nor may you use any statement that could be inferred as an endorsement by a current Iowa FBLA State Officer.

To be eligible to run for state office, applicants must meet the following requirements:

- Must be a current freshman, sophomore or junior who is currently listed in FBLA Collegiate paid membership.
- Must be enrolling in Fall & Spring semesters full time for the term of the office.
- Submit Application with all required documents and attachments by the due date.

## Speeches

Speeches will take place during the Opening Session & Campaign Rally. Candidates will have 2 minutes to give their speech. This time will be kept by the State Secretary who will stand at exactly two minutes. The person speaking may then only complete the sentence they are on—no additional time will be allowed. State officers will stop any candidate who continues after time has been indicated and the sentence has been completed. Speeches begin with the Vice President of Membership and will proceed through the President.

## Question and Answer Session

A question and answer session will be provided for all officer candidates at the State Leadership Conference with the voting delegates and the members. This session will last no longer than 30 minutes. The time and location will be announced in the conference program. This session represents an opportunity for all officer candidates to meet with voting delegates and members to answer questions (e.g., campaign platform, qualifications, FBLA experience, etc.) that may help them determine who to elect during the Voting Delegate Assembly. Questions asked during this session must be applicable to all candidates to answer. The session will be moderated by State Staff.

## Campaign Booth

The candidate will have a campaign booth at the State Leadership Conference that will last no longer than 2 hours and will only take place during the designated time and location outlined in the conference application. Candidates will be provided a 6' table for their campaign booth.

Officers will receive times that they can set up their campaign booth. Iowa FBLA & the hotel are not responsible for damages or missing personal property that is left unattended at any time during the conference.

The following rules and expectations must be met:

- References to alcohol, tobacco, sex (including innuendos), special populations, and violence are prohibited.
- No pictures or names of current State Officers may appear at the campaign booth or be used in your campaign message.
- Items may not be affixed to any walls, and items cannot be placed on the floor around your booth



- Damage of any kind to the facility from the campaign booth will be billed to the candidate.
- All candidates and campaign staff must be dressed in accordance with the conference dress code.
- Candidates may bring a laptop or tablet to show their campaign video at their booth. Please note, though, that power will not be provided. TVs or extended screens are not permitted.
- Live animals may not be a part of the campaign booth.
- Gymnastic type stunts/cheers with stunts are prohibited for reasons of safety and liability.
- Booths will be pre-assigned to each candidate and cannot be moved.
- There is no limit on the amount of promotional items that can be passed out. All items being passed out at your booth must be included in your financial report.
- Any food or beverage must be factory pre-packaged and not homemade.
- Money may not be used as a promotional item or contest prize.

## Resume & Cover Letter

Your resume and cover letter will be available for all conference attendees to view through the conference application. Materials must be submitted to the state officer coach by the deadline outlined in the State Officer Handbook.

## Elections

- An Election Coordinator will oversee and conduct the entire election process at the State Leadership Conference.
- Election of officers will begin with the Vice President of Membership and proceed through the office of President.
- All candidates will run and be elected at the State Leadership Conference
- All state officers will be elected by ballot vote (paper or digital) of the local chapter voting delegates.
- Each chapter will receive two voting delegates. Chapters may not have more voting delegates than the number of members registered for the conference.
- Voting shall take place by ranked ballot vote of the voting delegates.
- The tellers reports will be issued upon request to the Executive Director seven (7) days after the election.

## Incoming State Officer Meeting

Directly following the Awards Session, a short 15 minute meeting will be held with incoming officers. Additional meeting times will be arranged in this meeting.

# Officer Candidate Checklists

## High School

- Completed Online Application
- Appendix A: Student/Adviser/Parent Certification
- Appendix B: Code of Conduct
- Appendix C: State Officer Discipline Policy
- Appendix D: State Officer Social Media Agreement & Photo Release
- Appendix E: Non-discrimination Policy & Data
- Appendix F: DOE Photo Release
- Full Color Professional Headshot

## Collegiate

- Completed Online Application
- Appendix G: Student/Adviser/Parent Certification
- Appendix B: Code of Conduct
- Appendix C: State Officer Discipline Policy
- Appendix D: State Officer Social Media Agreement & Photo Release
- Appendix E: Non-discrimination Policy & Data
- Appendix F: DOE Photo Release
- Full Color Headshot

# Appendix A: Student Certification (High School)

To become a state officer of Iowa FBLA requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility. This agreement must be signed by all parties indicated in order for a candidate to be eligible for office.

By submitting their application, the candidate agrees To:

- Complete all Campaign guidelines outlined in the State Officer Handbook.
- Participate in all campaign activities and abide by all rules and regulations outlined in the State Officer Handbook.

IF ELECTED, the candidate agrees To:

- Perform to the best of their ability the duties of the selected office.
- Participate in all activities scheduled by the Iowa FBLA State Adviser, FBLA State Officer Coach or the Iowa FBLA Board of Directors.
- Purchase (if needed) pieces of the uniform that are not provided by Iowa FBLA.
- If you have to resign from your position anytime during your term, you will reimburse Iowa FBLA for any expenses incurred throughout the year related to your position.
- Meet and adhere to deadlines set by the officer team, Iowa FBLA Staff and Board of Directors.
- Attend required scheduled activities including:
  - State Officer Orientation (must attend the entire orientation)
  - State Officer Leadership Training (must attend entire conference)
  - State Officer Meetings
  - Chapter Officer Leadership Training
  - State Fall Leadership Conference
  - District Leadership Conferences (attend your district's conference and others if requested by the state officer and/or State Officer Coach)
  - State Leadership Conference Prep Day
  - State Leadership Conference (Note: State conference has preference over prom, athletics and other school activities. If you decide to attend an activity that conflicts with the state conference, you will not participate at all during the conference. You must be in attendance for all pre-conference planning beginning one (1) day prior to the official conference.)

***Please do not run for office if you are unable to completely fulfill any of the above requirements.***

State Officer Candidate Initials: \_\_\_\_\_

***Page 1 of 2***

**The Parents/Guardians, Coaches, and Employer Agree To:**

- Permit the candidate to participate in all scheduled Iowa FBLA State activities.
- Encourage the candidate to take full benefit of the leadership development experience.
- Provide transportation when necessary to events sponsored by Iowa FBLA.
- Adhere to the State Officer Travel Policy

**The Adviser and School Administrator Agree To:**

- Recommend for state office only those candidates who are qualified.
- Support their State Officer Candidate(s) throughout their campaigning period and if they are elected to office, their term with the association.
- Provide a Chaperone for at least one (per officer) of the officers required events, if elected.
- Ensure the candidate’s attendance at all Iowa FBLA State activities, adhering to the State Officer Travel Policy.
- Follow all procedures as outlined in the State Officer Handbook.

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Student Signature

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Date

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Parent Signature

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Date

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Adviser Signature

---

Date

---

School Principal Signature

---

Date

# Appendix B: Code of Conduct

## **IOWA FBLA STATE & DISTRICT OFFICERS CODE OF CONDUCT**

1. State Officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon FBLA.
2. State Officers shall fully participate in all appropriate activities, conferences, workshops, business meetings, etc. for which they have responsibility.
3. State Officers shall abide by the dress code as approved by National FBLA.
4. State Officers shall abide by the rules of each conference and recognize they serve as a role model for other members.
5. State Officers shall be willing to take and follow instructions as directed by those responsible for them.
6. State Officers shall avoid places and actions, which in any way could raise questions as to moral character or conduct. This includes activities and incidents away from Iowa FBLA.
7. State Officers shall treat all members equally.
8. State Officers participating in FBLA assignments shall not damage or deface property. Damage to any property or furnishings in hotel rooms, private accommodations, and/or buildings will be paid for by State Officers at their own expense.
9. State Officers shall not endorse any candidates for local or state FBLA office.
10. State Officers shall refrain from endorsing any product, vendor, or sponsor or entering into financial obligations on behalf of Iowa FBLA or business education, without the consent of the State Chair/State Adviser.
11. State Officers shall refrain from entering into romantic relationships with other State Officers or allowing personal relationships to interfere with State Officer duties while on duty at a conference.
12. State Officers shall not hold official meetings or appoint individuals or committees without the permission of Iowa FBLA.
13. State Officers shall complete assignments in a timely fashion and at the highest level of quality possible.

Iowa officers who violate or ignore any of the above subject themselves to:

1. Being removed from the FBLA conference and/or activity and sent home at their own expense by their local chapter adviser in consultation, when appropriate, with the Iowa FBLA chair of the board of directors and/or the State Adviser, and/or State Officer Coach, and/or State Chair.
2. Have any honors or offices withdrawn.

As a State officer, I agree that I will abide by the above prescribed code of conduct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature *(If the student is under the age of 18)*

\_\_\_\_\_  
Date

# Appendix C: State Officer Discipline Policy

## ***STATE/DISTRICT OFFICER DISCIPLINE POLICY***

Iowa State & District officers serve as ambassadors for the association and their conduct and deportment are critical to the success of this responsibility. The "Iowa FBLA State & District Officers Code of Conduct" and the "State/District Officer Discipline Policy" were developed and approved by the Iowa FBLA board of directors. Iowa Officers are governed by both.

1. Any concerns affecting officer performances should be sent to, or initiated by, the President/State Adviser of the association.
2. The President/State Adviser will inform the officer of charges and make an inquiry.
3. If the violation is of the type that can be corrected, the officer involved will be informed and the President/State Adviser will work with the officer in improving performance.
4. If the violation is not of the type that can not be corrected, removal procedures, to be determined by the President/State Adviser, will be initiated.
5. The officer may appeal the decision to the board of directors. The action of the board of directors is final.

As a State/District officer, I understand the above policy and agree to abide by the regulations set for Iowa Officers.

\_\_\_\_\_  
Student Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature *(If the student is under the age of 18)* \_\_\_\_\_  
Date

# Appendix D: Social Media & Photo Release Agreement

## **STATE OFFICER SOCIAL MEDIA AGREEMENT**

Social media can be a useful tool to communicate with peers, members, friends, advisers and more. Social media can also be dangerous if you are not careful. Every picture, link, quote, tweet, status, or post that you or your friends put online is forever part of your digital footprint. You never know when that will come back to hurt or help your reputation during your time in office, applying for a scholarship or new job, or other important areas of your life.

Recognizing the above:

- I take responsibility for my online profile, including my posts and any photos, videos or other recordings posted by others in which I appear.
- I will not degrade others before, during, or after conferences or competitions.
- I will post only positive things about my peers, advisers, other members, judges and any stakeholders of FBLA
- I will use social media to purposefully promote abilities, organization, community, and social values.
- I will consider “Is this the me I want you to see?” before I post anything online.
- I will ignore any negative comments about me and will not retaliate.
- If I see another officer post something potentially negative online, I will have a conversation with that person. If I do not feel comfortable doing so, I will talk to the president, or an adviser.
- I am aware that I represent Iowa FBLA, my school, my family, and my community at all times, and will do so in a positive manner

## **IOWA FBLA PHOTO RELEASE FORM**

I hereby consent to and authorize the use and reproduction by Iowa FBLA, or anyone authorized by Iowa FBLA, of any and all photographs/digital images/videotapes/recordings of (individual’s) name \_\_\_\_\_ on (date) \_\_\_\_\_ at all Iowa FBLA Activities, for use by Iowa FBLA, its employees, officers and agents, and the right to copyright and/or use, reuse and/or publish, republish photographic pictures, digital images, videotapes and recordings in conjunction with the students name listed above.

I also give permission for these photographs/digital images/videotapes/recordings to be used in its entirety and/or edited version as deemed necessary by Iowa FBLA (to include usage of images on Iowa FBLA and other Career and Technical Student Organizations websites).

Furthermore, permission is also given for the photographs/digital images/videotapes/recordings to be used by Iowa FBLA at any time in the future without further clearance from me.

I understand that these photographs/digital images/videotapes/recordings may be used for marketing purposes (including websites) by Iowa FBLA.

I have read the foregoing release, authorization and agreement, before signing below, and warrant that I fully understand the contents thereof.

I have read, understand and agree to the Iowa FBLA Photo Release Form and the State Officer Social Media agreement form.

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Parent Signature *(If the student is under the age of 18)* \_\_\_\_\_ Date

# Appendix E: Non-Discrimination Policy

## Non-Discrimination Policy:

It is the policy of the Iowa Future Business Leaders of America not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or complaints related to compliance with this policy by Iowa Future Business Leaders of America, please contact Kent Seufferer, Executive Director, the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St, Des Moines, IA 50319-0201, telephone number, 515-281-4121, FAX number: 515-242-5840, email: [icrc@iowa.gov](mailto:icrc@iowa.gov), or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, telephone number: 312-730-1560, FAX number: 312-730-1576, TDD number: 877-521-2172, email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov). Additionally, you may contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-0146, telephone number: 515-281-5295.

I have read, understand, and agree to follow the Iowa FBLA Non-Discrimination Policy:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature *(If the student is under the age of 18)*

\_\_\_\_\_  
Date





# IOWA

## Department of Education

# Appendix F

Ann Lebo, Director

Kim Reynolds, Governor  
Adam Gregg, Lt. Governor

### PUBLICATION RELEASE FORM

I, \_\_\_\_\_, hereby irrevocably authorize the Iowa Department of Education (Department) and anyone authorized by the Department, to record, edit, copy, distribute, use and reuse my name, my school district and hometown, my voice, my statements, my likeness, and any other biographical information ("my information") for use in any Department training, publication, or promotional materials used in print, broadcast, digital media, or online, in any manner and in all current and future media distributed by the Department. I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my information appears.

I understand that the Department owns a copyright and all other media distribution rights for any publication in which my information appears and may exclusively use this in any manner, in whole or in part, including print, broadcast, digital media, or online. I understand that publications containing my information will become property of the Department and will not be returned.

I understand that I will not receive compensation as a result of any such use or re-use of my information. Additionally, I waive any right to royalties or compensation arising or related to this use.

I release any and all claims or causes of action I may have now or in the future against the Department, or its officers, directors, employees, and agents, in connection with this release.

I am at least 18 years of age and I am competent to contract in my own name. I have read this release before signing below and fully understand the contents, meaning, and impact of this release. (IF UNDER 18 SEE BELOW).

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Creating excellence in education through leadership and service**

Grimes State Office Building | 400 E. 14th St. | Des Moines, IA 50319-0146  
Phone (515) 281-5294 | [www.educateiowa.gov](http://www.educateiowa.gov)

# Appendix F

I, \_\_\_\_\_, represent that I am the parent or legal guardian of \_\_\_\_\_, that I have read this release before signing below and fully understand the contents, meaning, and impact of this release, and that I consent to this release on behalf of \_\_\_\_\_.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

# Appendix G: Student Certification (Collegiate)

To become a state officer of Iowa FBLA requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility. This agreement must be signed by all parties indicated in order for a candidate to be eligible for office.

By submitting their application, the candidate agrees To:

- Participate in all campaign activities and abide by all rules and regulations outlined in the State Officer Handbook.

IF ELECTED, the candidate agrees To:

- Perform to the best of their ability the duties of the selected office.
- Participate in all activities scheduled by the Iowa FBLA State Adviser, FBLA State Officer Coach or the Iowa FBLA Board of Directors.
- Purchase (if needed) pieces of the uniform that are not provided by Iowa FBLA.
- If you have to resign from your position anytime during your term, you will reimburse Iowa FBLA for any expenses incurred during your duration as an officer.
- Attend required scheduled activities including:
  - State Officer Leadership Training (must attend entire conference)
  - State Officer Meetings
  - State Officer Training
  - State Fall Leadership Conference
  - State Leadership Conference Prep Day
  - State Leadership Conference

**Please do not run for office if you are unable to completely fulfill any of the above requirements. All dates & locations for these events can be found in the State Officer Handbook.**

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Parent Signature *(If the student is under the age of 18)* \_\_\_\_\_ Date