**KANSAS FBLA—POLICIES**

**100 – FINANCE**

**105 DUES**

The membership dues in the Kansas FBLA chapter are set by the National FBLA By-Laws and the Kansas FBLA By-Laws. Members shall pay national and state FBLA dues as required. The dues payment for membership ($6 National, $3 state[[1]](#footnote-1)) should reach the National FBLA-PBL, Inc. headquarters (lockbox address) by October 20 of the current membership year to receive National FBLA publications and any membership awards at the National Fall Leadership Conference.

Dues for additional members may be turned in anytime throughout the year. In order for a member to be eligible for competition at the State Leadership Conference, dues must be postmarked by January 31 of the current year.

**115 REGISTRATIONS FOR STATE OFFICERS AND ADVISERS**

**State Officers**

All State officer shall be reimbursed for their registration fees to attend the National Fall Leadership Conference. All State Officers shall be given complimentary registrations to the State Leadership Conference and the Summer Leadership Seminar.

**Advisers**

Complimentary registration will be given to ALL local advisers to the State Leadership Conference. Complimentary registration will be given to one adviser, per state officer, to the Summer Leadership Seminar (SLS).

**120 HOTEL ROOMS FOR STATE OFFICERS**

The State Adviser shall be responsible for making room reservations and assignments for the Officer Orientation/Board meeting and CTSO State Officer Orientation. At these events, state officers will room together. Each of these room reservations will be paid for through Kansas FBLA funds. All other overnight room reservations for conferences will be paid for by the State Officer’s school or chapter. State Officers that must travel over 4 hours one way to a required meeting could receive reimbursement from Kansas FBLA for overnight accommodations.

**130 REIMBURSEMENTS FOR STATE OFFICERS UNIFORMS**

All State Officers shall be reimbursed for their officer uniforms up to $150.

**200—MANAGEMENT AND OPERATIONS**

**205 MEETINGS**

**Officer Orientation/Board Meeting**. The first meeting of the new Executive Board shall be held on a Saturday late in April at a site to be determined by the State Adviser. The purpose of this meeting would be: (a) to evaluate the past year; (b) develop and adopt the KS FBLA Calendar and State Officer Directory; (c) evaluate the qualifications of and select the national officer candidate(s); (d) establish a Program of Work for the FBLA year; (e) improve acquaintances among the State Officer team; (f) resolve pending business; and (g) discuss CTSO officer training.

**CTSO Officer Training Meeting**. The Executive Board will meet on the evening before CTSO officer training begins at a site determined by the KSDE (Kansas State Department of Education). The purposes for this meeting include: (a) finalize the program of work; and (b) resolve any pending business.

**Summer Meeting**. The Executive Board meets at the site of the Summer Leadership Seminar (SLS). The purposes of this meeting include: (a) provide leadership training; (b) finalize plans for SLS; (c) debriefing about the National Leadership Conference; (d) resolve any pending business.

**September Meeting**. The Executive Board meets on the third Saturday in September on the Emporia State University campus to conduct business and review our current Policies and By-Laws for possible updates and revisions.

**Officer Candidate Interviews Meeting**. In early January, the Executive Board meets on a Saturday at least 60 days before the State Leadership Conference. The location is determined by the Executive Board at their May meeting. The purposes of the meeting are: (a) the officer candidate interviews and orientation; and (b) resolve pending business.

**State Leadership Conference Meeting**. The evening before the opening of the State Leadership Conference, the Executive Board has a dinner meeting at the site of the conference. Kansas FBLA incurs the cost of the meal for all Executive Board members and the conference committee. The purpose of the meeting is to: (a) complete all pending business; (b) last minute preparations for the State Conference; and (c) rehearse with the multimedia company for the Opening Session.

**Special Meetings**. Special meeting, if necessary, are held at the National Fall Leadership Conference and at the National Leadership Conference. Other special meetings, such as a group Skype meeting, may be called by the President and State Adviser.

**210 TRAVEL**

State Officers are encouraged to schedule and visit local chapters during their term of office. It is the responsibility of the State Officer’s local chapter to take care of all out-of-pocket expenses incurred by the State Officer and his/her adviser during these visits. If a personal invitation is extended to a State Officer, the cost incurred for this visit would be the responsibility of the local chapter that made the invitation. State Officers should make this policy clear to the local chapters before accepting the invitation. (Out-of-pocket expenses could include gas money, turnpike fees, parking fees, meals, etc.)

Travel expenses to and from State Executive Board meetings are not reimbursed. However, lodging expenses, for State Officers and their adviser/chaperone, will be reimbursed, if they must travel more than 4 hours (one way) to attend a board meeting.

**215 DRESS**

Members of the State Executive Board shall be in official dress always when they are representing FBLA. This includes scheduled Board meetings, Districts/State/National Conferences, local chapter visits, etc. The state president will determine which color to wear at the formal Board meetings, when there is a choice of more than one outfit. Appropriate casual attire for the State FBLA Executive Board (which includes their local adviser) would include the officer/adviser blue polo shirt and either khaki slacks, long shorts, skirt, or capri’s. The ‘outgoing’ male officers are required to wear a tuxedo for the Awards Program at the State Leadership Conference. The outgoing male officer or his local chapter/school will pay for the rental fee for the tuxedo. The ‘newly’ elected male officers may wear a tuxedo or a suit/tie. The required attire for ‘newly’ elected female officers is appropriate business attire or a formal dress. ‘Outgoing’ female officers’ attire for the Awards Program at the State Conference is a formal dress. The President and State Board will vote on a color at the January meeting to coordinate the attire for the Awards Program. In addition to the outfits selected by the State Executive Board, KS FBLA will provide the official FBLA ascots for the ladies and FBLA ties for the gentlemen. Upon the completion of an officer’s term in office, they will be expected to return the FBLA ascot or FBLA tie to the State Adviser in acceptable condition unless they choose to keep them and pay KS FBLA market value for the respective ties or ascots. Officers will be allowed to keep the remaining articles of the outfits (including any shirts, polos, pants, skirts, dresses, and blazers) chosen by the State Executive Board.

**220 STATE OFFICER’S NAME BADGES AND BUSINESS CARDS**

Kansas FBLA will pay and provide name badges for the State Executive Board members and business cards for the State Officers.

**225 DISTRICT BOUNDARIES**

The State Executive Board shall determine the Kansas FBLA District boundaries and the number of districts. Kansas FBLA currently consists of eight districts, all served by an elected District Vice President. The State Executive Board evaluates the membership throughout the state and may or may not change the boundaries for the districts. This evaluation period occurs on years ending in an odd number. The Executive Vice President is responsible for maintaining and updating a map that contains the active chapters/schools. Local FBLA chapters can make a request to the State Adviser and the State Executive Board before the September meeting to be assigned to another district.

**230 FBLA WEEK PROMOTIONS**

Governor’s Proclamation. The State President is responsible for arranging for the Kansas State Governor to issue the FBLA Week in Kansas proclamation. FBLA Week is set by the National FBLA-PBL office, which is usually scheduled for the second full week in February.

Television Spot. The State President or their designated representative is responsible for arrangements and selecting members of the State Executive Board to appear on a local television interview program promoting FBLA Week.

**235 NEW CHAPTER FORMATION**

The District Vice-Presidents are to serve as coordinators for the chartering of new FBLA and/or Middle Level chapters within their districts. Each Vice-President should have all necessary forms and information available for establishing a new chapter. The District Vice-Presidents shall keep the State Executive Board informed of their progress on their written officer report.

**240 INSTITUTE FOR LEADERS (IFL)**

All expenses for the State President and their adviser shall be paid by Kansas FBLA for the *Institute for Leaders.* All expenses shall be paid of Kansas FBLA for the State Adviser or their designee to attend *IFL,* if they elect to attend. Only the IFL registration cost will be reimbursed to any State Executive Board member that attends *IFL.*

**245 NATIONAL OFFICER/CANDIDATE**

Registration and other expenses not paid for by the National FBLA-PBL office for National Officers from Kansas will be reimbursed to the member and/or adviser from Kansas FBLA funds. National Officer Candidates will have their *IFL* registration paid for or reimbursed, if they choose to attend.

**250 OFFICER COMMITMENT**

It is mandatory that all State Executive Board members attend all State Board Meetings, State Officer Orientation, their District Conference, the State Leadership Conference, CTSO Training and the National Leadership Conference, unless excused by the State Executive Board.

**255 APPROVALS OF ABSENCES**

A written signed letter must be mailed to the State Adviser at **least one week prior** to the absence stating the reason an officer is requesting to be excused from attending a required meeting or conference. Letters should be detailed and as informative as possible to aid the decision by the State Executive Board. In extreme cases, the excuse letter may be waived by a majority vote of the State Executive Board. If no communication is made with the State Executive Board or State Adviser, the absence is automatically unexcused and requires no vote from the State Executive Board. In unusual circumstances, **Skyping** or another video conferencing method, will be allowed as a means of attendance, if previous approval is given by the State Adviser.

**300—CONFERENCES**

**305 DISTRICT CONFERENCES (**also refer to the Kansas FBLA District Conference Handbook)

* Each District Vice-President’s chapter is responsible for hosting their district conference.
* A District registration fee, not to exceed $5, may be assessed for each conference attendee.
* All chapters in the district shall be invited to attend their District Conference approximately 60 days before the Conference date.
* The host chapter may invite NON-FBLA schools to compete at their District Conference.
* A separate Awards Certificate should be provided for non-FBLA schools and Middle Level chapters.
* The District Conference should be scheduled approximately 30-60+ days prior to the Kansas State FBLA Leadership Conference.
* The District Vice-President should have the District Conference date approved by the host school prior to the Officer Orientation/Board Meeting in April.
* At the close of a District Conference, or shortly after, a packet containing the conference attendees rating sheets shall be given or mailed back to the chapter adviser. The results from the District Conference should be emailed or posted within **two weeks** of the District Conference conclusion.
* District Vice-President candidates will be allowed to campaign during the District Conference. Vice-President candidates will have a total of 2 minutes for their election speech/presentation at the District Conference. At least 1 minute of the 2-minute time frame **must** be a speech given directly by the candidate. Other state officer candidates (such as: president, secretary, treasurer, editor, or public relations) may only be introduced at their respective District Conference. No speech or presentation will be allowed at the District Conference for any other office besides District Vice-President candidates.
* Each District Vice-President is encouraged to adopt the current National FBLA Dress Code for their District Conference. Specifics on the current dress code should be sent out with the registration materials.

**306 BREAKING TIES ON OBJECTIVE TESTS, SPEAKING, INTERVIEW, TEAM OR PRESENTATIONS (District or State Conferences)**

A beginning and ending time will not be written on objective tests. If a tie exists (exact score), the judge will first check the accuracy of the last 10 questions of the test. The tie will be broken if a person has more correct answers on the last 10 questions than another person. If this procedure still does not break the tie, then the judge will check the accuracy of the last 15, 20, 25 questions, until the tie is broken. Judges will break **ALL TIES**, if needed, on any speaking team, presentation, or interview event.

**307 NUMBER OF TEST QUESTIONS FOR DISTRICT OBJECTIVE TESTS AND EVENTS**

It is up to the District Vice-President, their adviser, and chapter to decide on the events and tests that will be offered at their District Conference. It is **not** required that a District Vice-President offer ALL the tests available through the FBLA National Awards Program. Also, a District Vice-President has the choice to offer objective tests with only 50 questions, to speed up the objective testing process and allow for members to have more time to take objective tests.

**310 STATE LEADERSHIP CONFERENCE**

The State Leadership Conference shall be held at a location and on dates established by the State Adviser and the Kansas FBLA Board of Directors. The State Adviser shall appoint a State Leadership Conference Director and submit the name of that individual to the Kansas FBLA Board of Directors and the State Executive Board for approval.

**310.01**  **Duties of the State Conference Director/State Adviser**

1. Appoint the following Conference Coordinators: Program Coordinator, Seating Coordinator, Entries Coordinator, and Conference Directors. The Registration Coordinator shall automatically be the adviser of the State Treasurer.
2. Work with the Conference Coordinators to develop a State Conference that reflects the wishes and directives of the Kansas FBLA Board of Directors, State Adviser, and State Executive Board.
3. Serve as a liaison between the Kansas FBLA Board of Directors, State Adviser, State Executive Board, and the Conference Coordinators. Attend Board meetings as requested/needed.
4. Prepare and email a packet of conference registration materials to each ACTIVE FBLA & Middle Level chapter at least 60 days prior to the State Leadership Conference. The same information will be posted on the KS FBLA website. The only exception would be the skills tests, which will be emailed to active chapters, instead of being posted on the website.
5. Meet with conference site coordinators and liaisons in late November to confirm rooms and times for the State Leadership Conference events.
6. Arrange for National Anthem singers for both sessions.
7. Coordinate for the color guard (ROTC), if not handled by the multimedia company.
8. Negotiate and sign all binding legal documents (including conference insurance) with the conference site coordinators (Hotel Topeka at City Center and Stormont Vail Event Center [formerly Kansas Expocentre], Topeka, Kansas)[[2]](#footnote-2)
9. Obtain the DJ for the State Leadership Conference dance.
10. Order award plaques, medals, and paper award certificates for the State Leadership Conference.
11. State Conference Director and Entries Coordinator will create judges’ packets with event materials for all judges.
12. Appoint advisers/adults to assist in the monitoring of the dress code at the State Leadership Conference in the Objective Testing room and the awards program.
13. Coordinate with the Kansas FBLA State Executive Vice President, the Caucus Event procedures.
14. Work in the tabulation room to enter names/schools of the top placers in the State Leadership Conference database.
15. Prepare, print, and sort Award Certificates for the Awards Program.
16. Calculate the FINAL Outstanding Chapter Award for the Top 10 schools.
17. Deliver printed certificates to backstage area of the Awards Program, if needed.
18. Preview and/or approve State Conference bills to be paid.

**310.02** **Duties of the State Conference Coordinator**

1. Find/assign chapters to administer/oversee an event(s) at the State Leadership Conference. ADMINISTRATORS will secure judges, copy rating/evaluation/rubric sheets, provide stopwatches, etc. for their assigned event.
2. Report on the State Leadership Conference to the Kansas FBLA Board of Directors and State Executive Board at the meeting following the State Leadership Conference.
3. Preview and/or approve all State Leadership Conference bills for payment, along with the State Leadership Conference Director.
4. Work with the Assistant conference Coordinator the night of and the following day of the registration deadline to distribute all submitted materials to the corresponding judges.
5. Prepare and distribute a working document for all event coordinators that describes job duties, rooms, room set-up, equipment needed, and times for the event.
6. Plan for the Adviser’s reception on the evening of the first night of the conference.
7. Organize and notify event finalists by email for presentation and interview final times.
8. Confirm room assignments and set-up with the hotel catering department approximately one month before the conference.
9. Obtain an email listing of ALL judges before the registration deadline to email submitted projects.
10. Create a mailing address for the Entries coordinator to mail out submitted entries
11. Create laminated signs for new objective tests and any other signs that may be needed. Signs will be taped to event rooms the day before conference begins and removed after the conference is completed from the event room(s).
12. Set-up the conference headquarters and secure advisers to work different shifts at the headquarters during conference hours.
13. Oversee, in conjunction with the Assistance Conference Coordinator, the collection, recording, and distributing of all corporate sponsorships.
14. After all the bills are paid, prepare a statement of expenses and incomes from the State Leadership Conference and submit to the Kansas FBLA Board of Directors and State Executive Board at the next scheduled meeting.

**310.03** **Duties of the State Assistant Conference Coordinator**

1. Assign proctors for all testing sessions.
2. Oversee, in conjunction with the State Conference Coordinator, the collection, recording, and distributing of all corporate sponsorships.
3. Maintain a database of former judges’ contact information to assist chapters when they are confirming judges for their assigned event to administer.
4. Accumulate the entries for the Outstanding Chapter Award and tabulate the points. These points are given to the State Adviser to be added to the points chapters received for competitive events.
5. Coordinate the exhibitor’s tables by contacting post-secondary sponsors. Verify times, table set-up, etc. with State Adviser, Conference Coordinator, and Stormont Vail Event Center.
6. Collect the exhibitor’s logos for advertising.
7. Sort and mail competitive event rating sheets and other conference materials back to chapters after the State Leadership Conference and assist the Conference Coordinator at Conference Headquarters.

**310.04** **Duties of the Program Coordinator**

1. Create an attractive cover for the program, using the National FBLA theme, by utilizing the artwork/logo provided by the multimedia company.
2. Contact the Assistant Conference Coordinator to make sure all corporate sponsorship logos are included.
3. Obtain the number of programs needed to be printed from the State Adviser and/or Registration Coordinator.
4. Submit the completed program, three weeks prior to the State Leadership Conference, to the State Adviser and/or Kansas State Department of Education to be printed.

**310.05** **Duties of the Seating Coordinator**

1. Make chapter seating assignments in the arena for Opening and Awards Sessions.
2. Obtain the current seating chart for Landon Arena from the Stormont Vail Event Center events coordinator at least two months before the State Leadership Conference.
3. Personally call/email/contact schools/chapters that did not submit their request for reserved seats by the conference registration deadline.
4. Print completed seating charts to be placed in Registration bags. Copies of the seating charts will be available at conference headquarters.

**310.06** **Duties of the Entries Coordinator**

1. Gather entries that were mailed from each chapter to be disseminated to the correct event administrator.
2. Screen each entry to determine whether it was postmarked on time and meets all guideline requirements.
3. Notify, by email or personal phone call, any chapter with entries that do not meet all requirements for competition.
4. Compile an entries notebook for the objective test room, conference, and tabulation rooms.
5. Create the sign-up sheets for all events requiring appointments.
6. Coordinate the set-up of the ‘sign-up’ area with the Conference Coordinator and Stormont Vail Event Center.
7. Deliver the completed sign-up sheets to the appropriate rooms and/or judges before that event begins.
8. Produce a list showing the number of entries in each event and deliver/email to State Adviser and Conference Coordinators.
9. Coordinate the machine scoring tables for grading the objective test sheets. Determine the Top 10 for each objective test.

**310.07** **Duties of the Registration Coordinator**

1. Along with the State Treasurer, order all necessary ribbons, name tags, registration bags, and other materials needed for registration at least 60 days before the State Leadership Conference.
2. Oversee the preparation for a “drawing” [drawing to be determined by conference committee] to be held at the State Conference, name tags, and registration bags.
3. Distribute programs in each registration bag the day before the state conference.
4. Communicate with State Adviser to determine the number of ribbons needed for: participants, Gold Seal Chapter, voting delegates, state officer candidates, outstanding members, advisers, and Active Membership Advisory Council.
5. Provide an electronic copy of the registration database and name tag document to the state conference coordinators.
6. Assist at the conference headquarters during the state conference.

**310.08**  **Dress Attire for the State Leadership Conference**

The National FBLA dress code shall be followed at the Kansas FBLA State Leadership Conference. The State Adviser may designate advisers, parents, or outside sources to enforce the dress code for events and other conference activities. If a student appears for an event, and they are not dressed according to the National FBLA dress code, the designated individual shall inform the student of the dress code infraction and permit the student to change clothing/shoe items and then return upon dress code compliance. If there is not time to change, the student may be disqualified. Any disqualifications must be made BEFORE a student begins participating in an event. The current approved National FBLA dress code is posted on the National FBLA website and the dress code is posted during the State Leadership Conference.

**310.09** **National Officer**

If the State Executive Board decides to invite a national officer to the State Leadership Conference, they shall determine which National Officer to invite. The invitation shall be extended by the State President. The State Executive Board should decide on housing and travel/transportation of the National Officer and their adviser.

**310.10**  **Awards at the State Leadership Conference**

Awards shall be presented at the Awards Ceremony as follows:

 **Chapter Events**. A plaque to first place; certificates for first through fifth, seventh, or tenth place, depending on event and the number of finalists.

 **Team Events**. A plaque to first place; certificates for first through fifth, seventh, or tenth place depending on event and the number of finalists.

 **Individual Events**. Gold medal for first place, Silver for second place, Bronze for third-fifth place; certificates for first through tenth, depending on the event and the number of finalists.

**310.11** **Adviser Recognition**

Each adviser shall receive a plaque at the State Leadership Conference after five years of service as an adviser to FBLA and an additional recognition for each succeeding five years. Adviser of the Year will be decided by the State Adviser from nomination letters from local chapter/members. The Kansas Adviser of the Year will have their registration cost to the NLC paid for by Kansas FBLA and be presented a plaque at the State Leadership Conference.

**310.12** **Event Rating Sheets**

At the close of the State Leadership Conference, or shortly after, a packet containing the conference rating/evaluation/rubric sheets and other materials will be mailed to the chapter, if the materials packet was not picked up AFTER the closing of the State Conference Awards ceremony.

**310.13** **Repeating a National Event**

Members may return in a National Event and compete at the State Leadership Conference if they have **not** competed in that event at a previous National Leadership Conference. Only the specified number of members in team events may return to compete in the same event at the State and National level. Refer to the National Award Program guidelines for clarification.

**310.14** **Team Member Representation to National Conference**

Teams representing Kansas in a National Event must be comprised of the same students who competed in the FINALS of that event at the State Leadership Conference. If conflicts occur that a member is unable to compete at Nationals, the State Adviser must be notified immediately. When conflicts occur, at least one member of the original team must represent the team with other members (that attended the state conference) from that school as replacements. Refer to the National Award Program guidelines for further clarification.

**310.15** **Infraction of Rules in Events**

If an infraction of the rules or guidelines occur in any event, the alleged infraction must be reported immediately to the Event Administrator and the judges of the event. The Event Administrator and the judge(s) shall make the final decision regarding and/or disqualification resulting from the infraction. The decision of the judges is final and once the results have been reported to the conference headquarters and the awards have been presented, **NO** change shall be made.

**315 CAMPAIGNING AND VOTING PROCEDURES FOR CANDIDATES**

**315.01**  **Campaigning**

All officer candidates for president, secretary, treasurer, editor, public relations, or their chapters, will NOT be allowed to campaign at the District Conference. Candidates for president, secretary, treasurer, editor and public relations will only be introduced to the audience at their respective District conference. Candidates for the office of: District Vice President, Secretary, Treasurer, Editor and Public Relations will have a maximum of 2 minutes to present a speech/presentation at the Opening Session of their respective Leadership Conference. At least 1 minute of the 2-minute time frame **must** be a speech given directly by the candidate. Presidential candidates will only be allowed to give a speech for a maximum of 1 ½ minutes. No skit/presentation will be allowed for the office of President. The candidates will be introduced by the current state officer in that position, starting with Public Relations (at the State Conference), alphabetically by last name. Candidates should provide their own props, music and electronic devices, etc., if needed. All materials from the speech/presentation must be removed immediately from the stage and totally removed, from behind the stage, after the Opening General Session of the State Leadership Conference. Prior arrangements must be made with the building establishment and/or multimedia corporation if items are unable to be completely removed until a later time during the conference. At the State Leadership Conference, candidates are limited to no more than six members to be in their skit/presentation and/or on stage at one time.

**315.02** **Campaign Speech Outlines**

To avoid any campaign skit or speech surprises at the District or State Leadership Conferences, each state office candidate will **submit** an outline (to the State Adviser via email or mail) of exactly what the candidate will be addressing or presenting during their 2-minutes of campaign time. A campaign ‘slogan’ should be mentioned in this outline, along with possible campaign materials that will be used. The State Adviser must receive the copy of the campaign outline at least **one week** before their respective conference. The intention for submitting this outline ahead of time is to indicate the candidates time management skills and to avoid repetitive themes. The state officer candidate and their adviser will be notified if the materials, speech, presentation are inappropriate or for further explanation or clarification.

**315.03** **Practicing of Campaign Presentation before the State Leadership Conference**

Candidates for President, Secretary, Treasurer, Editor, and Public Relations will be able to practice their speech/presentation on the night before the State Leadership Conference begins, approximately beginning at 8:15 p.m. in Landon Arena. Candidates will be able to practice on a **first come-first serve basis** after the completion of the current state officer team rehearsal, coordinated by the multimedia company.

**315.04** **Campaign Booth, Campaign Materials, and General Campaign Regulations for the State Leadership Conference**

* Booth space for each candidate will be 10’ wide, 10’ deep, and 8’ high. An 8’ unclothed (not skirted) table will be supplied for each booth space. Two chairs will be supplied, and more can be requested. Candidates must work with these dimensions when pre-planning their campaign booth.
* Electricity will be available at each booth, if needed, at a cost of $15 per booth. Arrangements need to be made, at least two weeks prior to the State Leadership Conference, by contacting the Conference Coordinator and/or State Adviser. Payment is due by the first day of the State Leadership Conference.
* No tents or canopies can be used as a campaign booth. A ‘curtained’ booth, provided by the Hotel Topeka at City Center, can be provided for the candidate, if prior arrangements are made to the Conference Coordinator and/or State Adviser.
* The booth space and position in the room will be assigned by the Conference Coordinator and/or State Adviser at least one week prior to the beginning of the State Leadership Conference. Candidates can start putting their booths together after 2 p.m. on the day prior to the beginning of the State Leadership Conference.
* Campaign booths must be completely removed by12:30 p.m. on the first day of the State Leadership Conference.
* Candidates will need to provide an adult supervisor/sponsor/adviser at your booth from 9:30 a.m. on the first day of the State Leadership Conference, until the candidate tears down the booth. This sponsor can supervise multiple booths from one school.
* Giveaways at a candidate’s booth
	+ NO bouncy balls
	+ NO sticky/cling-on items
	+ NO drinks except bottled water
	+ Pre-wrapped or pre-packaged food ONLY can be distributed at the campaign booth
	+ Candidates planning on supplying any food (cookies, popcorn, snacks, etc.) at their campaign booth will need to make prior arrangements with the Catering Manager of the Hotel Topeka at City Center. The candidate, their school or chapter are responsible for the payment of such items ordered from the Hotel Topeka at City Center.
	+ Adhesive stickers of any kind must be attached to the campaign materials. NO stickers can be handed out as wearable items.
* Campaign regulations
	+ NO posters/flyers posted outside of the campaign booth area
	+ NO campaign materials (electronic, social media, etc.) posted/sent out prior to **March 1.**
	+ NO campaign materials can be handed out or placed on seats at the Opening or Voting sessions of the State Leadership Conference.
	+ NO current state officers can campaign for a state officer candidate, except for themselves.

**315.05** **Voting Procedure**

 **State** Voting Delegates will be seated in Landon Arena alphabetically by chapter/school the morning of the second day of the State Leadership Conference. All voting delegates must display a red delegate ribbon to be seated in the voting delegate section of the arena.

 **District** Voting for District Vice-Presidents will take place at their respective district conferences.

**315.06**  **State Officers Repeating as a State Officer Candidate**

Current state officers that are repeating and/or running for a different state office shall not sit at the officer table during the Business Session of the State Leadership Conference. Those state officer candidates, that currently serve as a state officer, will sit behind stage until the election results have been read to the delegation. If a state officer candidate has a responsibility during the Business Session, they will appear on stage to give or present their report and then return backstage.

**315.07** **Installation Practice Session**

There shall be an installation practice for all newly elected officers following the close of the Business Session. Current state officers are required to attend this session.

**400—SELECTING STATE OFFICERS**

**405 PROCEDURES FOR BECOMING A STATE OFFICER, APPLICATION, AND RESUME**

To apply for a Kansas FBLA State Officer position, a candidate must complete and mail the following items to the State Adviser by or before December 15 of the current year.

* Letter of Application stating office and reason for running for this office
* Resume
* **Signed** CODE OF CONDUCT form
* Application form
* Completed **Quiz/Test** over FBLA information (for **District Vice-President candidates ONLY**-unless the District Vice-President has already competed the **FUTURE** Level of the BAA’s)

**405.5 PARLIAMENTARIAN CANDIDATES**

If a member of Kansas FBLA would like to be considered for the position of Parliamentarian, they must complete the current state officer application form by or before the December 15 deadline and have at least one year remaining before graduation from a secondary high school. At the state conference, a parliamentarian candidate must take the Parliamentary Procedures objective test and score the highest to be considered as the new state Parliamentarian. A parliamentarian candidate does not need to be a member of a chapter team to be considered for this office.

**410 STATE OFFICER QUALIFICATIONS (**See Kansas FBLA Bylaws, Article VI, Section 2)

**415 CANDIDATE INTERVIEWS**

Each candidate, except Parliamentarian, for state office is required to be interviewed by the State Executive Board or committee of the State Executive Board members at least 60 days prior to the State Leadership Conference. This interview process takes place at the January Board meeting of the State Executive Board.

**415.1** **Excuse for Absence at the Candidate Interview Board meeting**

Candidates, at the discretion of their local adviser, may be excused from the scheduled officer candidate interviews for reason of illness, death of a family member or close friend, or hazardous driving conditions. Absences for reasons other than those described above may be excused by a 2/3rds vote of the State Executive Board. Candidates excused may be interviewed later by a committee of State Executive Board members. If a local adviser excuses a candidate for any reason, they must call the State Adviser PRIOR to the start of the Officer Candidate Interview meeting.

**420 OFFICER CANDIDATE INTERVIEWING PROCEDURES**

The State Officer Candidate interviewing procedures are as follows:

1. **Application letter** is read to entire group by current State President. Candidates will be introduced starting with the office of Public Relations and ending with President by last name in alphabetic order.
2. Officer candidate steps up to the podium or the front of the room to address the group with a short (1-2 minutes) introduction speech.
	1. The introduction speech needs to be more than just the candidates name and office vying for.
	2. Speech should expand on the candidate’s qualifications for the state office they are applying for, reasons for running for this office and intentions for the office if elected, etc.

After candidates have been introduced and presented their introduction speeches, the State President will recess the Executive Board meeting to conduct the State Officer Candidate individual interviews. Candidates and their local FBLA Adviser(s), parents, and/or school officials will meet in a separate room for an individual question/answer session with members and advisers of the current state executive board.

**420.1** **Switching Offices at the State Officer Candidate Interviews**

After all the candidates have been interviewed separately, the State President will reconvene the meeting and will ask the candidates if they would like to switch offices. When or IF any changes are made, the State Executive Board will vote and approve the entire slate of state officer candidates.

**425 CANDIDATE/VOTING DELEGATE CAUCUS**

A candidate is required to attend the Candidate Voting Delegate Caucus held the evening of the first day of the State conference. State voting delegates are also expected to attend. All State officer candidates are required to follow the official FBLA Dress Code, while voting delegates and others attending may dress casually. Candidates may change for the social event after the caucus. Candidate's applying for the same office will caucus together. All candidates applying for Secretary (for example) will be asked to come to the front. They will stand in a line alphabetically by last name. The floor will then be open to questions from State voting delegates. The current President (unless running for a state office) and Parliamentarian will monitor the questions and time allotted for each office. Candidates for Secretary, Treasurer, Editor, and Public Relations will receive three questions each. The candidates will take turns answering the questions first. President candidates will receive five questions. This process will allow delegates the chance to ask questions and candidates to have a fair opportunity to answer the questions.

**430 NO CANDIDATES FOR AN OFFICE**

If there is not a candidate for an office at the time of the election, recommendations to fill that vacancy are made by the newly elected state board. Resumes for potential candidates for an unfilled office shall be presented to the State Adviser at the Opening Session of the State Leadership Conference. The newly elected state board members shall first consider candidates who ran for other offices during the State Conference that were not elected, then consideration and a vote for other potential candidates. If there are no eligible candidates, Policy 440 shall be followed.

**435 VACANCY IN THE OFFICE OF STATE PRESIDENT**

Should the office of State President become vacant during their term, the State Executive Vice President shall automatically assume the office of State President. The new State President shall then appoint a new State Executive Vice President according to Policy 440.

**440 VACANCIES IN OFFICES OTHER THAN PRESIDENT**

Vacancies in all offices other than President shall be filled by State Executive Board appointment in the following manner:

1. The State Executive Board shall first consider those individuals who ran for the office now vacant.
2. If item #1 does not produce an individual for the vacancy, the State Executive Board shall consider all other individuals who were unsuccessful candidates for other offices during the previous election.
3. If item #2 does not produce an individual for the vacancy, the adviser from the school of the officer who resigned shall be asked to recommend an individual from his/her school.
4. If item #3 does not produce an individual for the vacancy, all chapters shall be invited to submit candidates to fill the vacancy.

**500—STATE OFFICER CODE OF CONDUCT AND COMMITMENT**

**TO RESPONSIBILITIES**

While representing FBLA….

1. State officers shall behave in a courteous and respectful matter, according to the National and State FBLA-PBL guidelines, refraining from language and actions that might bring discredit upon the FBLA-PBL Association.
2. State officers shall fully participate in all appropriate FBLA activities, conferences, workshops, business meetings, etc., for which they have responsibilities for; unless excused by the State Adviser and State Executive Board. This includes, but not limited to, the Officer Orientation meeting, CTSO Officer Training, National Leadership Conference, Summer Leadership Seminar, National Fall Leadership Conference, Officer Candidate Interview meeting, their District Conference, and the State Leadership Conference. Written notification must reach the State Adviser **one week** before the intended absence. After the first **unexcused** missed event, the state officer will receive a warning from the State Adviser. The second unexcused event will result in a review by the State Executive Board with the strongest punishment being dismissal by the State Executive Board.
3. State officers shall abide by the prescribed association dress code.
4. State officers shall be willing to take and follow instructions as directed by those responsible (local adviser/chaperone, State Adviser, etc.) and meet **all deadlines** set for the state officer.
5. State officers shall treat all members equally.
6. When participating in FBLA-PBL assignments, the state officer shall not damage or deface property. The state officer will personally pay for any damages caused by them to any property of furnishings in hotel rooms, private accommodations, and/or buildings.
7. State officers shall communicate any circumstances which prevent them from carrying out predetermined assignments to appropriate personnel. (State Adviser, State President)
8. State officers shall not be permitted to wear any campaign materials at the State Leadership Conference except when campaigning for themselves.
9. State officers shall avoid places and actions that in any way could raise questions as to moral character or conduct.
10. State officers shall not be in possession of or consume controlled substances.
11. State officers shall not violate any state or federal laws.
12. State officers shall not misrepresent themselves or FBLA-PBL on any social media sites.
13. State officers shall abide by the nightly curfew assigned by state or national FBLA-PBL associations. State officers caught not abiding by the assigned curfew will receive **one** infraction the first time. If there is a second time caught for being out after the assigned curfew, the officer will receive an **unexcused absence**.
14. Infractions will be assigned to state officers, by the State Adviser, for those state officers that do not comply with the Code of Conduct, forget to bring their written officer report to meetings, posting inappropriate material on social media sites, failure to meet a deadline assigned to them, and any other action or item that is not appropriate behavior for a state officer. Two infractions will equal the weight of an **unexcused absence**.
15. The **Code of Conduct** form is to be signed by all Kansas FBLA officer candidates, along with signatures by their local adviser, parent/guardian, and school administrator. This **Code of Conduct** form can be found on the last page of this document.

A violation of items 9-12 will result in immediate suspension by the State Adviser and Kansas FBLA Board of Directors. This suspension will be followed by a hearing in front of a committee consisting of State Executive Board, Kansas FBLA Board of Directors, and State Adviser within 10 days after the violation. The State Executive Board and Kansas FBLA Board of Directors may take action up to and including expulsion from the State Executive Board. Due process, as it is outlined in Section 550, shall be followed. While under suspension, the accused officer will be unable to participate in any state FBLA activities and officer duties.

**550 DUE PROCESS HEARING**

1. While a state officer is undergoing the due process hearing, the accused state officer will be suspended from all duties until actions are taken.
2. The State Executive Board and Kansas FBLA Board of Directors will bring charges against a state officer only upon approval of the charges by the majority of the Board Members and State Adviser.
3. The State Adviser has the authority to VETO the decision of the Boards to bring charges against a state officer, if they feel the charges are frivolous or unsubstantial.
4. The State Adviser, in cooperation with the local school and FBLA-PBL authorities shall conduct investigations, including gathering facts from involved parties and witnesses.
5. Following the hearing, based on a study of facts, the State Executive Board will make final determination of guilt or innocence and will take appropriate actions.

**550.01** **Hearing Process**

1. The State Executive Board will sit as a deliberative assembly with the State President presiding. Any Board member charged shall not sit in the deliberative assembly.
2. The State Adviser shall act as the prosecuting party.
3. The accused shall be allowed the opportunity to defend themselves or may retain their local adviser as counsel.
4. Deliberation shall be conducted in Executive Session with the State Adviser.
5. When a verdict is reached, the accused shall be immediately notified of the actions to be taken.

**600—SELECTION OF NATIONAL OFFICER CANDIATES AND**

**NATIONAL OFFICER DELEGATES**

**605 CANDIDATES FOR NATIONAL OFFICES**

FBLA members that would like to be a candidate for National Office must submit a letter of application and resume to the State Adviser at **least one week** before the April/Officer Orientation State Board meeting. The applicant must appear, in person, before the State Executive Board at the April/Officer Orientation State Board meeting. The State Executive Board shall review their qualifications and shall select (if more than one member has applied for a National office) and approve the candidate for National office. Any state is only allowed to have **one** National officer candidate. The only exception to this rule is when there are two members running for National office, with one member being a candidate for National Parliamentarian.

**610 ELIGIBILITIES**

To be considered for a National office, the candidate shall:

* Have held, currently hold, or campaigned for a Kansas State office
* Have completed the **FUTURE** level of the BAA’s (Business Achievement Awards) to be considered for a National Officer candidate
* Be interviewed and approved by the State Executive Board at the April/Officer Orientation State Board meeting
* Follow and meet the National Officer Candidate requirements and deadlines

**615 COMMUNICATIONS**

Any National Officer from Kansas shall:

* Communicate monthly with the State Adviser and the State President
* If not a current State Executive Board member, the National officer shall be required to attend the September board meeting and the Kansas State Leadership Conference, to inform the State Executive Board of national level activities. All National officers are encouraged to attend all State Board meetings.
* Be encouraged to attend the Governor’s Proclamation and CTSO Citizenship Day in January of each year.
* Submit a written officer report for each State Executive Board meeting that details what the National officer has accomplished during that time in office.

**620 CHAPERONES FOR NATIONAL OFFICERS FROM KANSAS**

National FBLA officers from Kansas will need to be accompanied to all State and National events by an adult chaperone. The adult chaperone may be the local adviser, parent, state adviser, or school district employee.

**625 NATIONAL OFFICER AND CHAPERONES EXPENSES**

Any National officer and their adviser/chaperone shall be reimbursed by Kansas FBLA for any expenses incurred for all nationally approved conferences and events **not** funded by the National FBLA-PBL Board of Directors. All expenses must be documented with a receipt for reimbursement.

**630 MONETARY SUPPORT FOR NATIONAL OFFICER CANDIDATES**

The State Executive Board shall determine the amount of money from the Kansas FBLA state treasury to be used for the candidate in their national campaign. Recommendation, but not limited to, $500 toward their campaign materials. All local FBLA chapters from Kansas are encouraged to help with donating money or campaign materials for the National officer candidates.

**635 KANSAS VOTING DELEGATES AT THE NATIONAL LEADERSHIP CONFERENCE**

The current State President and Executive Vice President are the designated voting delegates. If either of these two individuals are running for or currently holding a National FBLA office, or if either cannot attend the National FBLA Leadership Conference, the State Executive Board shall appoint a replacement at the April/Officer Orientation State Board meeting. This substitute is usually the District Vice-President from that State Officer’s assigned District. Any further substitution shall be made by the State Adviser.

(Kansas FBLA Code of Conduct adopted 11/8/1993. Kansas FBLA Policies adopted in 1992 and revised 10/1/1994; 9/30/1995; 9/19/1998; 11/1999; 5/2000; 4/2002; 3/2003; 9/2004; 9/2005; 9/2007; 9/2008; 9/2009; 9/2011; 6/2012; 11/2013; 4/2015; 1/8/2016, 9/16/2017, 7/22/2019, and 11/8/2020.

1. National & State FBLA dues as of August 2021 [↑](#footnote-ref-1)
2. Conference dates confirmed through 2022 [↑](#footnote-ref-2)