

NEW YORK STATE ASSOCIATION



BOARD OF TRUSTEES POLICY MANUAL

Updated and Revised August 2024

PURPOSE

The purpose of this document is to provide consistent information on the policies and procedures developed by the New York State Board of Trustees for New York State Future Business Leaders of America. Updates may be made annually and are documented in the Board of Trustees' minutes. Dates in parenthesis indicate the Board meeting at which policy was set.

This document will be made available to the membership on the Association's website by the third Monday in September (July 2017). Questions or concerns regarding this manual may be submitted in writing to the Chairperson of the NYS FBLA Board of Trustees to be discussed at the next Trustees meeting.

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DEFINITIONS OF RELATED TERMS

Actively Rostered Chapter:	A chapter who has paid the State and National dues for the current membership year; must consist of at least five members.
Assistant State Officer Adviser (ASOA):	Individual who assists the State Officer Adviser with various duties including preparing scripts and staging.
Board of Trustees (BOT):	An elected body of local advisers, representing each NYS FBLA district, which sets policy for the State Association and in which general administration of NYS FBLA is vested.
Business Achievement Awards (BAA):	A national leadership development program for high school students with activities aligned to the career clusters, NBEA standards, and FBLA goals.
Code of Conduct:	The document used to enforce rules regarding behavior.
Discipline Committee:	The committee who enforces the Code of Conduct.
District:	One of 15 geographic regions in New York State.
Fall District Meeting (FDM):	The district-level meetings held between October 1 and November 15.
Fall Leadership Workshop (FLW):	New York State conference held in conjunction with the NFLC; it is not necessarily held every year.
FBLA Collegiate:	The college division of FBLA, Inc. formally known as Phi Beta Lambda (PBL)
FBLA High School:	The high school (grades 9-12) division of FBLA, Inc.
FBLA Middle Level:	The junior high/middle school (grades 5-9) division of FBLA, Inc.
FBLA Network:	Alumni and members of the community who work with members at the local, district, and state levels.
January Joint Meeting (JJM):	The mid-year planning meeting for the Board of Trustees and the State Officer Team.
Local Advisers:	School district employees who guide and advise local chapters.
Local Members:	Students who join local associations of FBLA.
Local Officers:	Elected or appointed local members who coordinate activities on the local chapter level.
Mainline Officers:	State officer positions of President, Executive Vice President, Secretary, Treasurer, Reporter, Historian, Parliamentarian.
Monthly Activity Report (MAR):	State Officer correspondence detailing progress toward the goals established in their plan of action.
National Fall Leadership Conference (NFLC):	Held annually in November at a location across the country where students and advisers participate in motivational general sessions, professional development, and career planning workshops.
National Leadership Conference (NLC):	Held annually at the end of June, members compete in competitive events, share their successes, elect national officers, and participate in workshops.
Plan of Action (POA):	State Officer correspondence tool used to plan out the steps in completing a goal.
Program of Work (POW) Coordinator:	Individual who oversees all aspects of the NYS FBLA Program of Work.
School District:	Represents a single education entity
Spring District Meeting (SDM):	The district-level meetings held between January 1 and February 15, including snow dates.

State Advisory Board (SAB):	A group of businesspeople who serve New York State FBLA and are invaluable in planning and implementing civic activities.
State Leadership Conference (SLC):	Held in April, highlights include competitive events, workshops, and elections.
State Officer Adviser (SOA):	Individual who coordinates and directs all training and activities of the State Officer Team.
State Officer Training (SOT):	Mandatory summer training session for newly elected state officers.
State Officers (SO):	Elected or appointed members who coordinate state and district activities for the membership year.
State Vice President (SVP):	State officer position representing their FBLA district who works closely with the Board of Trustees to plan, organize, and preside at the FDM and SDM.
Summer Meeting:	Board of Trustees meeting held during State Officer Training.

BOARD OF TRUSTEES

I. MEMBERSHIP GUIDELINES

- A. An interested candidate must apply for membership by completing an application and submitting it to the Board of Trustees for review. The candidate will be interviewed by a subcommittee of the Board of Trustees. The subcommittee makes a recommendation to the Board to appoint the candidate and notifies the candidate and their school administrator(s) in writing within 30 days of the appointment. (July 2010)

Newly elected board members will be appointed for a one-year term. Subsequent appointments will be for a term of one to three years. (July 2010).

- B. At least 70 percent of the Board of Trustees will be advisers from actively rostered chapters. (July 2015) Current board members without an active chapter may continue serving on the Board of Trustees, despite the 70 percent rule, at the discretion of the Board. (July 2007) The Board of Trustees Chairperson will notify the Board when the 70 percent rule is violated so that the Board can work to make appropriate adjustments. (July 2020)
- C. Trustees must attend two Board Meetings within one fiscal year – July 1 through June 30. After missing a second meeting, the Trustee Selection Committee will send a letter to the Trustee informing them of their termination. (July 2010) In the event that there is no full BOT meeting at the January Joint Meeting, trustees must attend either the State Officer Training meeting, State Leadership Conference meeting, or both. (July 2012)
- D. No more than three trustees may be appointed from any one New York State FBLA district. There shall be no more than two trustees per high school. (August 2005) As per the Bylaws, the maximum number of Board members is set at 25.
- E. Professional or personal leaves (e.g., maternity, sick leaves) may be granted for one year. All leaves must be requested in writing to the Board Chairperson and acted upon by the Board of Trustees prior to the actual effective date.

- F. A Board member wishing to resign should submit their resignation in writing a minimum of 30 days before the effective date of their resignation.
- G. A Board member whose resignation is requested by the Board, through majority vote, will be sent a letter within 30 days. Termination is effective immediately. (July 2012)
- H. The Trustee Selection Committee shall notify trustees prior to their reappointment date. Reappointments will be voted on at the meeting prior to the expiration of the trustee's current term. (July 2010)
- I. The Trustee Selection Committee will maintain the list of trustees' appointment/reappointment dates. (July 2000)

II. RECRUITMENT

- A. Applications will be available on the NYS FBLA website. (July 2010)

III. TRAVEL AND REIMBURSEMENT

- A. Trustees are reimbursed for mileage at a rate to be set by the Board of Trustees annually. If another form of transportation is used, Trustees are reimbursed at the lower of actual cost or Amtrak rate. (July 2010). Every effort should be made for pooling of transportation. The mileage rate for 2024-2025 is 58.5¢ per mile. (July 2024)

When meals are not prearranged or provided, a maximum of \$25 a day will be reimbursed for the Summer Meeting and January Joint Meeting (July 2018).

- B. In order for the Board of Trustees member to be reimbursed, they must send original receipts and a reimbursement form to the Executive Treasurer.

- C. Deadlines for reimbursement requests are as follows:

<u>Expenses Incurred Between:</u>	<u>Requests Received By:</u>
July 1 and December 31	January 15
January 1 and May 31	June 15
June 1 and June 30	July 15

(July 2017)

- D. A Board member is not reimbursed for expenses relating to the NFLC or NLC unless required by their Board of Trustees Staff Position. A Board Member traveling with their chapter is not reimbursed for expenses relating to the SLC. (July 2018)
- E. Board of Trustees members may NOT transport any student to and/or from any FBLA functions/events/conferences (anything that represents FBLA). In the event of a medical emergency, a board member may transport a student to obtain necessary medical treatment. The parent/guardians of the student, as well as the Board Chair/Vice Chair must be notified at the earliest possible opportunity. Board of Trustees members may transport their own family members. (July 2022) Failure to adhere to this guideline will result in a vote of removal from the Board of Trustees. (July 2017)

- F. The only exception to the above letter E: If a Board of Trustees member’s school district allows their school district students to be driven in a school vehicle, a written contract signed by the school district must be on file with the Board of Trustees Chairperson prior to any travels. (July 2017)

IV. TERM AND LENGTH FOR BOARD OF TRUSTEES OFFICERS

- A. A prospective candidate for the position of Chairperson, Vice Chairperson, or Secretary must be on the Board for a minimum of one year.
- B. The office of Chairperson will be a two-year consecutive term of office with no limit for consecutive terms. (July 2010) The offices of Vice Chairperson and Secretary will be elected annually with no limit for consecutive terms. (July 2018)
- C. The Executive Secretary and Executive Treasurer are appointed by the Board of Trustees for a one-year term at the Summer Meeting. Names for candidates for this position are solicited from the Board of Trustees’ members.
- D. The Membership Director is appointed by the Board of Trustees for a one-year term at the Summer Meeting. Names for candidates for this position are solicited from the Board of Trustees’ members.
- E. The State Officer Adviser is appointed by the Board of Trustees annually at the SLC. (April 2009) Names for candidates for this position are solicited from the Board of Trustees.
- F. The Assistant to the State Officer Adviser is appointed annually by the Board of Trustees at the SLC. (July 2010)

V. STAFF POSITIONS AND ASSIGNMENTS (Updated July 2023)

BOARD CHAIRPERSON	Assumes position beginning with Summer Board Meeting Attends NFLC or NLC with travel and hotel costs covered (July 2016) Attends SLC with travel and hotel costs covered Conducts meetings Coordinates housing for SOT and JJM Directs selection of Parliamentarian and National Officer Candidate interview candidates Installs new state officers at SLC Maintains Board of Trustees Directory Oversees Appeal Process Oversees BOT staff evaluations Prepares agendas/notices/correspondences Reviews and signs all contracts as directed by the Board of Trustees Selects FBLA representative to the State Leadership Summit Serves as a State Key Contact Serves as ex-officio member of all Board committees Serves as voting participant on Trustee Selection Committee Supervises all FBLA functions <i>Stipend \$1,000 (July 2018)</i>
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<p>BOARD VICE CHAIRPERSON</p>	<p>Assists Chairperson Assumes responsibilities of Chairperson as needed Attends NFLC or NLC, in the event Board Chairperson cannot, with travel and hotel costs covered Attends SLC with travel and hotel costs covered Chairs the Discipline Committee Oversees Board of Trustees positions Oversees BOT staff evaluations Oversees State Officer Adviser Represents Chairperson on all committees as voting participant Serves as SLC Security Supervisor</p> <p><i>Stipend \$500 (July 2018)</i></p>
<p>BOARD SECRETARY</p>	<p>Prepares Board's minutes Records attendance at Board meetings</p>
<p>STATE OFFICER ADVISER</p>	<p>Assists state officers in preparing reports Attends NFLC with travel and hotel costs covered (July 2015) Attends SLC with travel and hotel costs covered Chaperones state officers at all mandatory conferences Collects officer blazers at SLC and notifies Executive Treasurer so refunds can be given Collects state officer deposits and submits them to Executive Treasurer Coordinates and oversees campaign process Evaluates state officer performance Maintains state officer records (travel forms, medical forms, codes of conduct, personal contact information, completed evaluations) Oversees ASOA and POW Coordinator Oversees State Officer Award of Excellence Oversees state officer duties, commitments, and projects Oversees state officer responsibilities at conferences Prepares and oversees state officer application process including: distribution of application packet, study guide, and campaign guidelines; congratulatory letter to candidates and advisers; verification of State Officer Exam scores; presiding at the Newly Elected State Officer/Adviser Meeting at SLC; preparing Initial State Officer Mailing Prepares and provides all training materials for state officers Prepares, distributes, and receives state officer correspondence Provides guidance in selection and ordering of uniform and accessories Serves as voting member of BOT but attendance is not required for quorum (July 2014) Writes the State Officer Exam</p> <p><i>Stipend \$1,500</i></p>

<p>ASSISTANT STATE OFFICER ADVISER (July 1999)</p>	<p>Assists with state officers as directed by the State Officer Adviser Attends SLC with travel and hotel costs covered Conducts curfew check-in of state officers Creates and distributes scripts for state officer meetings Oversees State Annual Business Report with outgoing historian Prepares and distributes district meeting scripts Proofreads all state officer correspondence SLC Staging duties include: coach officers to read scripts and present awards; follow script backstage to ensure smooth sessions; organize plaques; assign officers to present awards; label remaining plaques to be distributed to chapters; coordinate Parade of Presidents; ensure stage is set properly for all sessions; assist with voting session; coordinate installation ceremony of new officers; assists with coordination of multimedia; confirms color guard Works with President, or designee, to prepare scripts for NFLC and NLC Reviews officer farewell speeches</p> <p><i>Stipend \$750 (July 2018)</i></p>
<p>PROGRAM OF WORK COORDINATOR</p>	<p>Acknowledges verification forms are sent to all Program of Work participants Assists with state officers as directed by the State Officer Adviser Compiles a list of Program of Work winning chapters and obtains awards as necessary Oversees all aspects of the Program of Work</p> <p><i>Stipend \$500</i></p>
<p>EQUIPMENT & RESOURCE MANAGER (July 2022)</p>	<p>Maintains storage facility items Conducts inventory of items to prepare for conferences Transports items to/from conferences</p> <p><i>Stipend \$200</i></p>
<p>EXECUTIVE SECRETARY</p>	<p>Assists Membership Director as needed Creates and distributes state mailings/email blasts Handles registrations for the SLC Maintains collection of state awards from the national office Responsible for communication with local chapters and advisers Serves as a State Key Contact Serves as voting member of BOT but attendance is not required for quorum (July 2014) Should be bonded (July 2006)</p> <p><i>Stipend \$1,500</i></p>

<p>EXECUTIVE TREASURER</p>	<p>Coordinates with Membership Director to verify dues payments Coordinates with NFLC, SLC, and NLC Coordinators to verify deposits and payments Prepares and submits the necessary federal tax forms Prepares annual budget with Audit Committee Records and maintains financial aspects of organization Serves as voting member of BOT but attendance is not required for quorum (July 2014) Should be bonded (July 2006)</p> <p><i>Stipend \$1,500</i></p>
<p>MEMBERSHIP COORDINATOR</p>	<p>Coordinates with Executive Treasurer to verify dues payments Creates and maintains state directory of local chapters Distributes district membership lists Maintains membership records Receives and verifies rosters and dues payments</p> <p><i>Stipend \$1,000</i></p>
<p>NFLC COORDINATOR</p>	<p>Attends NFLC with travel and hotel costs covered Confirms receipt of all required codes of conduct and health forms Coordinates with Executive Treasurer to verify deposits and payments Files appropriate forms with National office Issues receipts and invoices as needed Maintains record of all NYS attendees Oversees NFLC site arrangements/housing Serves as on-site state contact at the NFLC</p> <p><i>Stipend \$250 (November 2013)</i></p>
<p>NLC COORDINATOR</p>	<p>Attends NLC with travel and hotel costs covered Confirms receipt of all required codes of conduct and health forms Coordinates state meetings held during NLC Designates state voting delegates Files appropriate forms with National office Maintains record of all NYS competitors and results Oversees NLC site arrangements/housing Prepares and oversees travel grant process Serves as event administrator and coordinates event assistants and timekeepers as necessary Serves as on-site state contact at the NLC Updates and confirms national competitor registration</p> <p><i>Stipend \$500 (July 2018)</i></p>
<p>SITE SELECTION COMMITTEE</p>	<p>Solicits site proposals Visits conference sites and submits recommendation to Board</p>
<p>SLC CHAIRPERSON</p>	<p>Appoints SLC Staff Attends SLC with travel and hotel costs covered Oversees, communicates with, and assists SLC Staff as necessary Serves as on-site state contact at the SLC</p>

<p>SLC COORDINATOR</p>	<p>Assists with SLC site arrangements Attends SLC with travel and hotel costs covered Confirms receipt of all required codes of conduct and health forms Coordinates with Executive Treasurer to verify deposits and payments Creates chapter registration packages Issues receipts and invoices as needed Maintains record of all NYS results Serves as Headquarters Manager Serves as Hotel/Conference Registration Manager Updates and provides national qualifiers to NLC Coordinator</p> <p><i>Stipend \$700 (November 2013)</i></p>
<p>SOCIAL MEDIA COORDINATOR (July 2018)</p>	<p>Posts competitive events results to appropriate social media accounts Serves as administrator of all NYS FBLA social media accounts Works with State Officer Team to ensure proper use of social media accounts</p> <p><i>Stipend \$100</i></p>
<p>TRUSTEE SELECTION COMMITTEE</p>	<p>Keeps records of trustees' terms Conducts interviews with prospective Board members Makes recommendations to the Board for Trustees for appointments and reappointments</p>
<p>WEBMASTER</p>	<p>Creates electronic submission forms and disseminates information as required Maintains the NYS FBLA website Provides access passwords for state officers and board members Sets up state officer and Board of Trustees e-mail accounts Uploads information to the site as requested by the Board</p> <p><i>Stipend \$500 (July 2012)</i></p>

VI. EVALUATION

- A. All stipend positions will be evaluated annually by the Board of Trustees Chairperson and/or Vice Chairperson before the stipend is authorized.

COMPETITIVE EVENTS

I. GUIDELINES

- A. The guidelines for NYS FBLA Competitive Events are found on the state's website. (July 2010) The State Guidelines align with the National Competitive Event Guidelines. Revisions are made when necessary. Individual state events, separate from national events, are established whenever the BOT determines there is a need for an event to cover specific curriculum material unique to New York State Business and Marketing Education. When possible, a member of the SAB will be a member of the panel of judges for the final round of the Future Business Leader event. (July 2018)

II. CHAPTER REPRESENTATION

- A. Each chapter is limited to a maximum of two students per written event. Participation performance and production events is specified in the guidelines. Students are only allowed to enter a maximum of three competitive events of any type. (July 1986). Who's Who in FBLA is not considered a competitive event.

III. TEST FORMAT

- A. All written competitive event tests at the FBLA level consist of 100 multiple-choice questions. The exception is the State Officer Exam, which consists of 75 multiple-choice questions. All written competitive event tests at the Middle Level consist of 50 multiple-choice questions. The individual writing the test must also prepare an answer key for the exam and/or grading sheet if applicable. (July 2010). Choices must be in A, B, C, D format. (April 2016)
- B. Tests will be available for sale to chapters/advisers after the SLC.
- C. Board of Trustees members who write at least one exam will receive a complimentary copy of the tests for that year. (April 1998)

IV. STUDENTS REQUIRING ACCOMMODATIONS

- A. The following statement will appear in the Competitive Event Guidelines. "Any student requiring testing accommodations must submit appropriate documentation from their school or a medical authority by the specified deadline published in the conference registration. Any student not having this documentation must conform to the standard rules for any exam." (July 2010)

V. WHO'S WHO IN FBLA PROCEDURE

- A. The recipient of the Who's Who in FBLA is made through an application process. A Selection Committee, appointed by the Board of Trustees Chair, reviews and evaluates the applications received. A recommendation is made by a consensus of the Selection Committee. (January 2010)

DISCIPLINE COMMITTEE

I. STRUCTURE AND PURPOSE

- A. The committee consists of three Board of Trustees members and an alternate appointed annually by the Board Chairperson. The committee is chaired by the Vice Chairperson of the Board of Trustees. The Board Chairperson may increase the number of people on the committee if the State Leadership Conference is held in more than one hotel to provide adequate coverage in all hotels. (July 2017) The number of members on this committee will change to ensure there are at least two members in each hotel occupied. (July 2023)
- B. The purpose of this committee is to enforce the Code of Conduct. All Committee's disciplinary decisions will be final and binding. (July 2011)

- C. If a Discipline Committee member has a student involved in a discipline situation, then the alternate will replace that member. (July 2000).
- D. If three members of the Discipline Committee are not available, the Board of Trustees Chairperson (or designee) will appoint sufficient members to maintain the required three members. (July 2000)

II. PROCESS FOR CHARGING AN INDIVIDUAL AND/OR CHAPTER

- A. Code of Conduct violations must be reported to a member of the Discipline Committee. Violations may be reported by hotel personnel, conference staff, parents and/or guardians, conference attendees, advisers or school designee, conference security, or local law enforcement agencies.
- B. The Discipline Committee will meet to review both sides of the alleged violation(s). An Incident Report form will be completed by the Board of Trustees Discipline Committee representative. A consensus by the committee must be reached before further action is taken. The consensus will be based on the facts presented as well as the Code of Conduct and report to the Board of Trustees. (July 2011)
- C. The party(ies) may file an immediate Appeal. (See "Appeal Process" below)
- D. A student may continue in conference activities until the appeal process is complete. If the decision of the Discipline Committee is upheld by the hearing officer, the student will be disciplined according to the stipulations outlined in the Code of Conduct.
- E. If the hearing officer reverses the decision of the Discipline Committee, the member/chapter may continue with conference activities.
- F. The Board of Trustees will contact school officials and parents if disciplinary actions are taken. (July 2010)

III. CURFEW (July 2024)

- A. Advisers must have each student sign the curfew sign-in sheet nightly. It is then the responsibility of the adviser to give those sign-in sheets to the security guard on the hotel floor no later than one half hour after curfew. If an adviser fails to submit the forms, a member of the Discipline Committee will call them and request the forms. If the forms are not turned in, those students may be disqualified from their competitions.

IV. APPEAL PROCESS

- A. A member/adviser may file a written appeal within 15 days of an action taken by the Board of Trustees and/or its subcommittees.
- B. The written appeal will be submitted to the Board of Trustees Chairperson who will forward it to hearing officers not affiliated with the district. A committee of six hearing officers will be appointed annually at the Summer Board Meeting.

- C. The hearing officers will review all written statements in the case. The hearing officers will advise the Board and petitioner of their decision in writing within 30 days of the filing of the appeal. This decision will be final.
- D. Those interested in serving on the Appeals Committee can submit letters of application or be recommended in writing to the Board of Trustees on or before the Summer Board Meeting. Criteria for selection of hearing officer:
 - 1. The hearing officer should be an individual who has demonstrated knowledge of and experience with FBLA.
 - 2. The hearing officer will be a non-Board member.

DISTRICT CHANGES

When a school requests a change to another district, the bylaws state that unanimous approval from schools in both districts must be given.

DISTRICT MEETINGS

I. FALL DISTRICT MEETING

- A. The Fall District Meetings will be held between October 1 and November 15. (July 2017)

II. SPRING DISTRICT MEETING

- A. The Spring District Meetings will be held between January 1 and February 15, including snow dates. (July 2017) District elimination exams must be taken at a school's own Spring District Meeting. (February 2007) No exceptions will be made. (July 2017)

III. PROCEDURES

- A. Each district is allocated an amount to be determined annually by the Board of Trustees to be used for District Meetings. (August 2005) All receipts/bills should be sent to the Executive Treasurer for reimbursement/payment following the deadline schedule listed in this manual. The allocated amount for the 2024-2025 year is \$400.
- B. When there is no State Vice President representing a District, the Board of Trustees member from the district may organize and coordinate the SDM. Districts with no State Vice-President or Board of Trustees member may be invited to attend the Spring District Meeting of another district as long as all participating chapters attend the same SDM.
- C. If a district does not participate in an SDM, those chapters cannot compete in events that require initial qualification at the SDM.

DRESS CODE

New York State FBLA will enforce the National FBLA Dress Code (July 2009) with the added stipulations: Banded collar shirt may be worn ONLY if sport coat or business suit is worn; belt or

suspenders are to be worn unless there are no belt loops on the pants; capris or gauchos with coordinating jacket/suit, worn BELOW the knee (July 2014). A delegate must wear footwear in all public areas during non-conference FBLA activities (no socks or bare feet) (July 2017). The paragraph regarding casual attire for some dances is unique to NYS FBLA (July 2016). The Dress Code is available on the state website.

FBLA NETWORK

I. PURPOSE

- A. The FBLA Network serves to engage past members while creating opportunities to support the core mission of FBLA. The Network also provides long-term value to participants by providing continuous connection to our publications and network opportunities. The Network is available to former alumni as well as business and industry professionals committed to the organization's mission.

II. HISTORY

- A. FBLA Network was formed on August 1, 2021 to incorporate the FBLA Professional Division and business professionals into one group. The FBLA Professional Division was established in 1989 to replace former Alumni Division.

HONORARY LIFE MEMBERSHIP

I. PURPOSE

- A. To recognize an individual's outstanding contribution to FBLA.

II. PRESENTATION

- A. The Honorary Life Membership Award is given at the State Leadership Conference.
- B. This award does not have to be given each year (January 1989).

MEMBERSHIP

I. MEMBERSHIP REQUIREMENTS

- A. New York State FBLA follows the membership requirements established by National FBLA. (July 2010)

II. DUES

- A. Members must join both the State and National Associations and pay the appropriate dues to each.

- B. The last date to submit dues in order to qualify for the Gold Seal Award is October 31.
- C. The paid date for initial chapter rosters is on or before December 20. Members rostered after December 20 are not allowed to enter competitive events at the Spring District Meeting. (July 2024)
- D. The final date for additional members is January 17. Members rostered after December 20 but roster by January 17 are allowed to enter competitive events at the State Leadership Conference only. (July 2024)

III. INTENT TO ROSTER

- A. An Intent to Roster form will be posted on the state's website at the beginning of the fiscal year in order for the State Association to plan and create the State Directory.

NATIONAL FALL LEADERSHIP CONFERENCE PRECONFERENCE CHECKLIST

I. PRECONFERENCE

- A. NYS FBLA may conduct a preconference (Fall Leadership Workshop) in conjunction with the NFLC (July 2010). The FLW Director is responsible for coordinating this preconference.

II. RESPONSIBILITIES

- A. Hotel/Site Arrangements: initial contacts/arrangements with hotels; bids/specifications; room planning; meals; keynote speaker; evaluation form; meeting rooms (with screens, microphones, etc.)
- B. Program/Agenda: workshops/presenters; AV/meeting room requirements; workshop signs; presenter information for introductions; participants/procedures/staffers
- C. Conference Program Booklet: creating; printing
- D. Local Arrangements: speaker gifts; awards
- E. Exhibitors: soliciting; arrangements; sale of FBLA items
- F. State Officers: general sessions/AV; state officer workshops; workshop introductions; speaker certificates of appreciation; scripts
- G. Registration: conference materials; registration procedures, packets, name tags, ribbons

NATIONAL OFFICER CANDIDATES

I. GUIDELINES

- A. The National Officer Candidate must upload a letter of application to the Board of Trustees Chairperson by March 1, accompanied by the national officer application, resume, and transcript.
- B. Criteria for candidacy:
 - 1. Endorsement of the chapter adviser, a school district official, and parents/legal guardians.
 - 2. Must show effective leadership experience and knowledge of FBLA.
 - 3. Must meet all national officer criteria.
 - 4. Must submit transcripts showing 2.0 GPA without any failing grades.
 - 5. Must demonstrate commitment to fulfilling duties and obligations.
- C. Financial Support
 - 1. A National Officer candidate will receive up to \$300 from the State Association to help defray campaign expenses. Receipts showing campaign expenses must be submitted to the Executive Treasurer for reimbursement by the deadlines established.

II. NATIONAL OFFICER CANDIDATE SELECTION (July 1996)

- A. New York State FBLA will allow only one candidate to seek national office in any given year.
- B. The candidate must be interviewed by the National Officer Nominating Committee at the SLC. If the Board of Trustees approves the recommendation of the National Officer Nominating Committee, the candidate will be eligible to run for that national office.
- C. The National Officer Nominating Committee, appointed by the Board of Trustees Chairperson, will consist of a minimum of three and a maximum of five members:
 - 1. One Board of Trustees member, not from any candidate's district
 - 2. At least one member of the FBLA Network
 - 3. At least one local chapter adviser, not from any candidate's district
 - 4. The highest ranking outgoing state officer, not from any candidate's local chapter
 - 5. And/or the state adviser
- D. The approved National Officer Candidate will be announced at the State Leadership Conference closing session.

OUTSTANDING LOCAL ADVISER AWARD

I. PURPOSE

- A. For the State Association to recognize outstanding contributions to FBLA at the local, district, state, and national levels by local advisers.

II. TYPE OF AWARD

- A. Plaque presented at the SLC and recognition at NLC.

III. ELIGIBILITY

- A. The recipient must currently be an FBLA adviser of an active local chapter.

IV. NOMINATIONS

- A. Any teacher or administrator may nominate any eligible FBLA adviser for the award. Students may not nominate a candidate. The nominator must be closely acquainted with the qualifications of the nominee and must follow the nomination procedures as listed.

V. CRITERIA FOR NOMINATION

- A. The nominee **MUST** have made a significant contribution to FBLA through participation in and involvement at the local, district, state, and national levels. The following criteria may be considered when developing a nomination for a candidate for the award.
 1. Years of participation as an active FBLA adviser.
 2. Extent of participation in FBLA Conferences (District, State, and National).
 3. Offices, chairships, and committee memberships held within FBLA.
 4. FBLA involvement in educational and community activities.
 5. Extent of influencing individual FBLA student leadership and professional development.

VI. NOMINATION PROCEDURES

- A. The application, found on the state website, and supporting documentation must be uploaded by March 1. (July 2017)
- B. The nominator must submit the application form and two recommendations from an administrator, colleague, parent, or student. (July 2008)

VII. JUDGING

- A. The applications will be reviewed by a panel of judges consisting of one State Advisory Board and one Board of Trustees member. A decision is to be made by March 15 and reported to Board of Trustees Chairperson. (July 2018)

SITE SELECTION COMMITTEE

I. PURPOSE

- A. The Site Selection Committee is a subcommittee of the Board of Trustees.

II. RESPONSIBILITIES

- A. The Site Selection Committee makes inquiries and visits hotel/conference center sites as potential locations for the SLC and summer training.

- B. Makes recommendations to the Board of Trustees for conference site selections and requesting bids.

STATE ADVISORY BOARD

I. PURPOSE

- A. A group of businesspeople who serve NYS FBLA and are invaluable in planning and implementing civic activities such as: projects, speaking engagements, American Enterprise Day, FBLA Week, publicity campaigns, field trips, competitive events, local media coverage, and scholarship programs.

II. MEMBERSHIP

- A. There should be one State Advisory Board Member per FBLA district.
- B. Solicitation of new advisory board members may be conducted by either the Advisory Board or a member of the Board of Trustees.
- C. A State Advisory Board Member should be a civic-minded community leader who enjoys becoming involved in chapter activities.

III. APPOINTMENT

- A. The Advisory Board appoints all new members.

STATE LEADERSHIP CONFERENCE STAFF

I. MEMBERSHIP

- A. Members of this committee will be appointed annually.

II. APPROVAL OF SITE

- A. The Board of Trustees vote on the conference site after reviewing all proposals submitted by the Site Selection Committee.

III. CANCELLATION

- A. Cancellation terms for SLC attendees will be specified in the conference registration.

IV. TROPHIES

- A. A bid process for the trophy/plaque order for the State Leadership Conference is followed. The final selection of a company is approved by the SLC Chairperson. (July 2010)

V. VERIFICATION OF CONTEST REGISTRATION

- A. The Event Verification Manager will review and verify all competitive event registrations. (July 2010)

VI. SPONSORSHIPS ALLOCATION AND DISTRIBUTION

- A. Money collected for sponsorships will be equally divided among all costs associated with the State Leadership Conference. No distributions to specific winners of events (July 2011)

STATE OFFICER CANDIDATES

I. PROCEDURE

- A. State Officer candidates must complete all necessary paperwork and request an interview by November 22, 2024. After the interview, candidates must upload the State Officer Application using the state's website by December 15. (July 2023) Upon receipt of the application, State Officer candidates are supplied with a State Officer Candidate Study Packet. The adviser of each candidate also receives a letter outlining the requirements and regulations of State Officers.
- B. State Officer candidates must pass the State Officer Examination, which is given at their Spring District Meeting. Sixty percent or better must be achieved on this objective examination. (July 2023)
- C. Only one member per chapter will be allowed to seek the same office, with the exception of Parliamentarian. (April 1996)
- D. As stated in the Bylaws, with the exception of State Vice Presidents and Parliamentarian, no two officers may be elected from the same chapter and not more than two state officers, other than State Vice Presidents and Parliamentarian shall be elected from the same district.
- E. The adviser of the State President is invited and encouraged to serve a one-year term on the Board of Trustees (July 2020) with voting rights concurrent with the President's term. (July 1994)
- F. All candidates and their local adviser must be interviewed by the Board of Trustees Nominating Committee. All interviews will be finalized by December 8. (July 2023)
- G. Only three candidates may run for any one elected position. If more than three candidates exist, then the candidate(s) with the lowest score(s) on the state officer exam will be dropped from the ballot. (January 1985)
- H. After the State Officer Exam is given, the State Officer Adviser may contact qualified candidates to offer the opportunity to campaign for a vacant position. (July 2010).

- I. A student will not be permitted to run for State Officer without their local chapter adviser present at the State Leadership Conference. (July 1993)
- J. A State Officer who has been removed from office will not be permitted to hold a state or national position in the future. (July 2010)

II. FILLING A VACANT OFFICER POSITION (December 1997)

- A. At the Incoming State Officers Meeting as listed in the SLC program (July 2017), qualified candidates* must present the Board of Trustees Chairperson with a letter of intent and resume.

*Only non-elected candidates who campaigned for office will be considered for an appointment in case of a vacancy after SLC elections. (July 2000)

- B. The Board of Trustees has 30 days from the conclusion of the SLC to make any decisions in regard to vacant positions. (July 2013)
- C. After reviewing the letters and application materials, the Board of Trustees may interview particular candidates if necessary.
- D. The most qualified candidate, as determined by the Board of Trustees, **may** be appointed to the vacant position on the State Officer Team.
- E. If a State Officer position becomes vacant after State Officer Training, the Board of Trustees will decide if the position will be filled.
- F. The Board of Trustees will ensure that, even through appointment, no more than a total of 3 members from a chapter will be allowed on the State Officer Team. In such a case if there is only one candidate available then this will be considered over having an unfilled position. (July 2017)

PARLIAMENTARIAN APPLICANTS (July 2000)

I. ELIGIBILITY

- A. The State Parliamentarian shall be selected from among the top 5 scoring members on the Parliamentary Procedure exam who have at least one year of FBLA eligibility remaining, have applied for the position by the December 15 deadline, and have passed the State Officer Exam.

II. APPLICATION PROCESS

- A. All candidates must follow the same application guidelines as other state officer candidates (including the interview by a Board of Trustees Nominating Committee).
- B. Applicants may run for another state officer position in addition to running for Parliamentarian. In the event that the candidate is elected to office, they must assume that office.

III. EXAMINATIONS

- A. The applicant must pass the State Officer exam at their SDM (with a minimum score of 60%).
- B. Parliamentary Procedure exam scores will not be disclosed at the SDM. The names of the top 5 scoring candidates will be included in the list of District Elimination Finalists. Scores will be placed in the SLC feedback packets.

IV. INTERVIEW PROCESS

- A. In addition to the outgoing State President, the Board of Trustees Chairperson will appoint two impartial trustees to interview the five candidates. The state officer applications and scores will be shared with the outgoing State President and the Trustees prior to conducting the interview.

V. SELECTION

- A. Based on the test scores and interviews, the interview committee shall recommend the candidate best qualified for the position. The Board shall appoint the parliamentarian at the first SLC Board of Trustees meeting.

STATE OFFICERS

I. CONFERENCE ATTENDANCE

A. Mandatory Conferences

- 1. State Officer Training
- 2. FLW (if held)
- 3. FDM (your own)
- 4. January Joint Meeting
- 5. SDM (your own)
- 6. SLC

B. Non-mandatory Conferences

- 1. NFLC
- 2. NLC

C. Allowable Excuses

- 1. Medical illness with a doctor's note provided
- 2. Severe weather conditions/natural disasters
- 3. Death in family

If an officer does not attend a mandatory meeting in full, they must provide written documentation verifying the absence to the Board Chairperson and State Officer Adviser within ten days. The Board of Trustees reserves the right to render final decisions in all cases (Nov. 2004).

Consequences: Failure to attend a mandatory meeting and provide appropriate documentation will result in removal from office. (See “Appeals Process”) The office will remain unfilled unless the Board of Trustees appoints/approves a replacement.

II. CONFERENCE COSTS

- A. The State Association pays for room and board and any applicable registration fees for required meetings. (July 2010)
- B. Starting with the 2015-2016 year, all elected/appointed State Officers were required to submit a \$300 State Officer deposit. This deposit covers the cost of the required State Officer blazer and the cost of attending all mandatory conferences (State Officer Training, January Joint Meeting, and State Leadership Conference). The deposit will be refunded upon successful completion of all officer duties and the return of the State Officer blazer at the end of the officer’s term. This deposit may be paid in one or two payments. The first \$150 payment will be due on or before July 1 and the second payment will be due on or before November 1. Failure of a State Officer to complete their term successfully will result in a forfeiture of the State Officer deposit. The resignation of a State Officer prior to the successful completion of their term will also result in forfeiture of the State Officer deposit. (October 2014)
- C. When State Officers are required to arrive at a conference early (one day prior to the conference), the State Association will pay their transportation to the conference. The return transportation is with their chapter and is not reimbursable.

III. REIMBURSEMENT

- A. State Officers will be reimbursed for mileage at a rate of 42¢ per mile. (July 2019)
- B. Meals when you travel to/from State Officer Training, FLW, January Joint Meeting, and the SLC are covered up to \$10 on the trip to the conference and up to \$10 on the way home. Reimbursements will only be granted when a meal is not provided upon arrival or before leaving.

IV. STATE OFFICER CONDUCT

- A. The FBLA Code of Conduct will be in effect at all official FBLA functions. State Officers must follow this Code of Conduct.
- B. State Officers are expected to appear in full uniform at all official functions and FBLA appearances. When in uniform, State Officers shall always appear well-groomed, neat and clean. Clothes shall be pressed and proper shoes worn
- C. State Officers shall be prepared at all times to conduct the responsibilities and duties of their respective office. They shall demonstrate an efficient business-like manner when representing New York State FBLA.
- D. State Officers shall not leave conference sites or facilities for purposes other than scheduled conference activities. An officer must inform and obtain permission from one or more of the following individuals: State Officer Adviser, their local chapter adviser (if attending the conference), Board of Trustees Chair or Board of Trustees Vice Chair.

- E. When traveling without an adviser is required or necessary, the following procedure must be followed: 1) inform your local chapter adviser and school district of details surrounding the travel; 2) inform the State Officer Adviser and the Board of Trustees Chair of the intended travel and travel arrangements. This must be for official State Officer business only.
- F. Travel to and from official FBLA functions requires that a State Officer be transported by parent/guardian or their designee (by signed letter in writing to the State Officer Adviser and Board of Trustees Chair), local chapter adviser via school district transportation; or public transportation. A State Officer may not drive themselves to and from FBLA activities for insurance liability purposes.
- G. When not involved in any other activity, State Officers shall be expected to attend workshops and meetings held during the various FBLA conferences.
- H. State Officers will abide by all conference curfews. This means that they are in their rooms with the door closed from the specified curfew until 6 a.m. the next morning.
- I. While serving as a State Officer, the student will remain an active local chapter member and realize that their first responsibility is to their adviser and local school district.
- J. State Officers shall not violate any local, state or federal law while officially representing New York State FBLA. Violators will be turned over to the appropriate law enforcement agency.
- K. State Officers shall respect and abide by authority of their local chapter adviser, State Officer Adviser, State Board of Trustees Chairperson, and Board of Trustees Member.

V. STATE OFFICER DUTIES AND RESPONSIBILITIES

- A. All State Officers will fulfill the duties and responsibilities of their respective office with efficiency, dedication, and business-like conduct; meet all required deadlines established by the State Officer Team and the Board of Trustees; and promote the goals and objectives of FBLA.
- B. All State Officers will attend six required meetings, in their entirety, during their tenure in office:
 - State Officer Training
 - Fall District Meeting
 - Fall Leadership Workshop (if held)
 - January Joint Meeting
 - Spring District Meeting
 - State Leadership Conference
- C. Attend all state officer conference calls.
- D. All State Officers will assist in establishing annual goals for NYS FBLA and promote these goals throughout the year. Officers will establish appropriate committees and serve/chair these committees to implement state goals.

- E. State Officers will work closely in all activities with local advisers, Board of Trustees, State Advisory Board, State Officer Adviser, Program of Work Coordinator, and Assistant State Officer Adviser.
- F. All State Officers will prepare and submit monthly correspondence to the Evaluation Committee. Correspondences are to be emailed by the established due dates. (July 2010)
- G. All State Officers will maintain a complete up-to-date correspondence file and materials relating to their respective state office. This file will be turned over to their successor upon completion of their term.
- H. All State Officers will participate in 3 State Officer evaluations with the Board of Trustees Evaluation Committee. Evaluations will take place at SOT, JJM, and SLC. Travel grants to attend NLC will be awarded to those officers that have met the requirements.
- I. All State Officers will keep the State Officer Adviser and the Assistant State Officer Adviser informed of all official functions and activities through official correspondence and reports. The State Officer Adviser will maintain a correspondence file for each officer and will use the file to evaluate performance.
- J. All handouts of State Officers must have the approval of the State Officer Adviser and/or Board of Trustee member. The legal implications of using others' materials will be covered at State Officer Training. (July 1990)
- K. Purchase necessary pieces of the State Officer uniform after approval from the State Officer Adviser.
- L. Communicate regularly with the State Officer Team and State Officer Adviser.

VI. MEDICAL RELEASE FOR STATE OFFICERS

- A. Newly appointed State Officers must complete a notarized medical release form to be kept on file for their term of office granting parental/guardian permission for NYS FBLA to provide medical care in any emergency that may arise.
- B. All forms will be brought to all official conferences with the State Officer Adviser.
- C. Each State Officer must have a copy of their medical release forms in their possession at all official FBLA functions, since there will be times that a state officer may not be with the State Officer Adviser: district meetings, travel to/from a meeting, etc. (July 2006)

VII. STATE OFFICER UNIFORMS

- A. State Officers will be charged a deposit for the blazer and to cover the costs of mandatory conferences. (Refer to "State Officers Conference Costs" section) They are required to send this money to the State Officer Adviser prior to attendance at the State Officer Training. This amount is refundable at the end of their term when the officer returns the blazer. Unreturned blazers will be billed at the replacement cost. This deposit can be paid either by the local chapter or the student.

- B. The official uniform for State Officers is the FBLA blazer. The remainder of the uniform will be selected by the State Officer Team and approved by the State Officer Adviser and Board of Trustees Chairperson. (July 2010)

VIII. STATE OFFICER EVALUATIONS

A. Procedure

1. State Officers are evaluated three times during their term of office by the State Officer Evaluation Committee. (July 2010)
2. The evaluations will be completed during: (July 2017)
 - State Officer Training
 - January Joint Meeting
 - State Leadership Conference

B. Purpose

1. The evaluations are used to determine whether the State Officers should receive a travel grant to the NLC and/or be removed from office.
2. Customized evaluation forms have been prepared for each officer position.

TRAVEL GRANTS (STATE MONETARY AWARD)

I. DEFINITION

- A. The State Association awards travel grants to qualifying members. The amount and the number of travel grants per event shall be determined annually by the Board of Trustees. The state officer travel grants are awarded based on successful completion of their duties. In the event that a qualified competitor does not attend the NLC, the travel grant is given to the next highest qualified scorer who is able to attend the NLC. (July 2010)
- B. Additional competitors may represent New York State FBLA without travel grants. These competitors will be determined based on national guidelines and the competitors' scores in that event at the SLC. (July 2010)
- C. For team events, travel grants will be split between all members of that team.
- D. When the State President Elect is not a current state officer, they will be given a travel grant to attend the NLC at the beginning of their term of office. (April 1987) The amount will be the same as the amount of the State Officer travel grant. (July 2010)
- E. After receiving satisfactory evaluations, State Officers will receive a travel grant to attend the NLC. When a State Officer also wins a first or second place award in a competitive event, that officer receives an additional travel grant (July 1987).
- F. The State Association places a limit of two travel grants to non-state officer members and a limit of three travel grants to state officer members. (July 2000)

II. DISTRIBUTION

- A. Travel grants will be distributed following the National Leadership Conference. Eligible delegates must attend the state meetings, general sessions, workshops, Eastern Region sessions, and applicable competitive event(s) in their entirety. If a delegate does not attend all sessions, they will not receive the travel grant.
- B. Any student who violates the Code of Conduct automatically forfeits their travel grant. (July 2008)
- C. Members receiving travel grants are responsible for obtaining verification signatures at all required events. Board of Trustees members will be assigned events to verify. (July 1991).