



DUTIES AND RESPONSIBILITIES OF ILLINOIS FBLA STATE OFFICERS FOR 2019-2020



As an Illinois FBLA state officer, you are a member of the State's Executive Council. State officers should consider their role within the association much like a job. They will need to commit time, talent, and energy to complete their tasks. Illinois FBLA, like any employer, expects faithful service on the part of the officers. Commitments should be fulfilled, assignments completed, and talents fully committed to the successful completion of the adopted program of work and advancement of the organization's mission.

State officers are expected to possess a strong base of knowledge about the association. Additional responsibilities include preparing and delivering presentations when asked to visit schools, conferences, businesses, etc., recruit new chapters and members, support your local chapter and its activities, and contribute ideas for improving Illinois FBLA. The term of office begins after the National Leadership Conference held during the school year of the election.

PRESIDENT

It shall be the duty of the President of Illinois FBLA to serve as chairman of the State Executive Council, preside over the Council meetings and business meetings of FBLA, appoint appropriately needed committees and chairmen, maintain a close and continuing relationship with the State Chairman of FBLA and the other state officers, serve as a member of the Board of Directors, and perform other duties for promotion and development of local, state, and national FBLA. The President attends ICCCTSO meetings, composes state conference information, and prepares the programs for the state conference.

VICE PRESIDENTS ARE ELECTED AT THE AREA CONFERENCES—NOT AT THE STATE CONFERENCE

It shall be the duty of the Vice President from each area, under the direction of the President, to assist the President in the promotion and development of FBLA. In case the office of President becomes vacant, the Vice President from the President's area shall assume the duties of the President. Each Vice President is the President of his/her respective area and is responsible for that area's conference as well as promoting FBLA in the area, recruiting chapters, etc.

SECRETARY

The Secretary shall perform the duties common to such an office, such as keeping an accurate record of the business session of the annual State Leadership Conference, the meetings of the State Executive Council, supplying at least one copy of the minutes and substantiating reports to the State Chairman of FBLA promptly after the close of the meetings, and perform such other duties as directed by the President. At the State Leadership Conference, the Secretary introduces the candidates, conducts the candidate's question and answer session, and assists with the election.

TREASURER

The Treasurer shall assist the State Chairman by comparing national membership reports with State Leadership Conference registration and perform such duties as directed by the President. The Treasurer conducts the registration at the State Leadership Conference, prepares meal tickets if needed, and determines the area seating at the State Leadership Conference general sessions.

REPORTER

The Reporter shall be in charge of the Illinois FBLA website, newsletter, and social media, help with extra state publicity, and perform such other duties as directed by the President.

PARLIAMENTARIAN

The person who applies for Parliamentarian and scores the highest on the Parliamentary Procedure written test shall be appointed by the incoming State President to serve as Parliamentarian.

QUALIFICATIONS FOR ILLINOIS FBLA STATE OFFICE

According to the Illinois FBLA Bylaws, Article V, qualifications for state office are as follows:

Section 1. State officers of FBLA are elected at the annual State Leadership Conference and only active members are eligible to hold office.

Section 2. To be a candidate for an elected state officer's position in FBLA a candidate shall (a) have the endorsement of his local chapter and be recommended by the chapter's adviser(s), (b) file an official application with the State Adviser of FBLA, (c) have at least one full school year remaining in a business program, (d) have been an area or chapter officer, including president, vice president, secretary, treasurer, historian, reporter, or parliamentarian, (e) should be pursuing a career in business, (f) be approved by the State Adviser.

Section 3. Each chapter may nominate only one candidate (not including the office of parliamentarian).

Section 4. The candidates for state office must be present at the annual State Leadership Conference of FBLA to be eligible for official nomination.

NOMINATIONS

A. Each chapter may nominate one candidate for the office of president, secretary, treasurer, or reporter. For the office of parliamentarian, each chapter may nominate any member of the parliamentary procedure team representing them at the state conference or one person who is taking the parliamentary procedure written test solely for the purpose of being the state parliamentarian as long as the above qualifications are met. Online application completed on or before February 14, 2020. Except for parliamentarian candidates, on or before March 1, 2020, email your campaign speech to Bradley Maschhoff, Illinois FBLA-PBL Executive Council Director, for approval. **maschhoff55@gmail.com** At the State Leadership Conference, a speech that deviates from the submitted and approved speech could cause the candidate to be disqualified. Email a photo and a list of all campaign materials to be used (no campaign materials for those applying for parliamentarian), on or before March 13, 2020, to the Executive Council Director so the nomination may be approved. **maschhoff55@gmail.com** If materials are not received by the required dates, the candidate will be disqualified from running for office. All candidates must indicate that they have been approved by their adviser and principle as well as authorize they have read and understand the Code of Conduct.

B. In the conference exhibit area at the Crowne Plaza, a campaign booth (an 8' table) will be assigned to each candidate except for parliamentarian candidates.

C. All candidates and adviser(s) except for parliamentarian candidates will have a general meeting at 11:00 a.m. on Friday, April 3, 2020, before the beginning of campaigning. There should be no campaigning prior to this meeting. Illinois FBLA chapters should not be contacted. The candidate's intent to run should not be posted on Websites, message boards, Snap Chat, Instagram, Facebook, Twitter, any other social media sources, in email messages, or in print.

D. All candidates will be introduced at the Friday evening session at the State Leadership Conference. Each candidate for president, secretary, treasurer, and reporter will have a total of **TWO** minutes for his/her speech.

E. Immediately following Friday evening's session at the State Leadership Conference, a question and answer session will be conducted for all candidates for president, secretary, treasurer, and reporter.

Candidates and local chapter voting delegates should attend. If a chapter's voting delegates do not attend the question and answer session, that chapter is not eligible to vote on Saturday morning.

IMPORTANT ILLINOIS FBLA ACTIVITIES TO PLACE ON YOUR CALENDAR NOW!

April 3-4, 2020	Illinois FBLA State Leadership Conference, Springfield, Illinois
June 29-July 2, 2020	National FBLA Leadership Conference, Salt Lake City, Utah
July 25-27, 2020	Illinois Coordinating Council for Career and Technical Student Organizations Seminar, Northfield Inn, Springfield, Illinois
July 22-24, 2020	2020-2021 FBLA State Officers and Advisers Meeting, Hilton Garden Inn, Springfield, Illinois
July 26-28, 2020	Illinois FBLA-PBL Summer Leadership Workshop, Hilton Garden Inn, Springfield, Illinois
September 11-12, 2020	Illinois FBLA Board of Directors and Executive Council Meeting, Springfield, Illinois
November 6-7, 2020	National Fall Leadership Conference, Omaha (North Central Region—Majority of Illinois FBLA will attend this NFLC) (Attend the NFLC that the majority of the Illinois FBLA delegation will be attending.)
March 26-27, 2021	Illinois FBLA State Leadership Conference, Springfield, Illinois
June 29-July 2, 2021	National FBLA Leadership Conference, Anaheim, California

STATE AND NATIONAL OFFICER CANDIDATE TIMELINE FOR STATE CONFERENCE

February 14, 2020	Online candidate application completion.
March 1, 2020	Deadline for emailing campaign speech to Bradley Maschhoff. maschhoff55@gmail.com
March 13, 2020	Postmark or email date for photograph and a list of campaign materials to Bradley Maschhoff.
April 3, 2020 this meeting.	11:00 a.m. meeting for candidates and advisers. No campaigning until after Set up campaign table by 11:00 a.m. and be at table as much as possible until exhibits close at 4:00 p.m. Give two minute campaign speech at Friday evening's session at State Leadership Conference. Participate in Question and Answer session after Friday evening's session.
April 4, 2020 at 7:15 a.m.	Election of State Officers and Approval/Disapproval of National Candidate Announcement of Newly Elected Officers and Approval/Disapproval of National Candidate at Saturday's general session at the State Leadership Conference. Installation of new officers at Saturday's general session at the State Leadership Conference.

Illinois FBLA State Officer Code of Conduct for 2019-2020

State officers serve as ambassadors for the association and their conduct and deportment are critical to the success of their mission. State officers are expected to abide by this code. State officers who violate or ignore the elements of this Code of Conduct subject themselves to:

- A. Being removed from the Future Business Leaders of America conference and/or activity and sent home at their own expense.
- B. Have any honors or offices cancelled and withdrawn.

CODE OF CONDUCT

1. State officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the Illinois Future Business Leaders of America organization.
2. State officers shall fully participate in all appropriate activities, conferences, workshops, business meetings, etc. for which they have responsibility.
3. State officers shall abide by the official FBLA-PBL Dress Code.
4. State officers shall be willing to take and follow instructions as directed by those responsible for them.
5. State officers shall avoid places and actions that in any way could raise questions as to their moral character or conduct.
6. State officers shall treat all members equally and with respect.
7. State officers participating in Future Business Leaders of America assignments shall not damage or deface property. Damages to any property or furnishing in hotel rooms, private accommodations and/or buildings will be paid for by state officers at their own expense.
8. State officers shall communicate any circumstances that prevent them from carrying out predetermined plans or assignments to their local adviser and state chairman.
9. State officers are not permitted to wear any campaign materials at the State Leadership Conference, nor are they allowed to campaign for a candidate for State office, except when campaigning for oneself.
10. State officers shall not violate any state or federal laws.