



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 Leadership 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, a current state vice president will be appointed by the State Chairman and approved by the Board of Directors. Each state 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 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 when campaign speeches are given, conducts the candidates' questions and answers 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 newsletter, 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. The parliamentarian shall advise the president on the orderly conduct of business in accordance with FBLA bylaws and Robert's Rules of Order, Newly Revised.

QUALIFICATIONS FOR ILLINOIS FBLA STATE OFFICE

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

Section 1. State officers of FBLA are elected and appointed at the annual State Leadership Conference. 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/her local chapter and be recommended by the chapter's adviser, (b) file an official application with the State Chairman of FBLA, (c) have at least one full school year remaining in a secondary school, (d) have been an area or chapter officer, including president, vice president, secretary, treasurer, historian, reporter, or parliamentarian or submit a letter of approval from the local chapter adviser, (e) be approved by the State Chairman.

Section 3. Each chapter may nominate only one candidate (not including vice president or parliamentarian), unless there are positions without candidates past the deadline.

Section 4. The state officer candidates 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. Postmark a copy of this nomination form and the Code of Conduct on or before **February 15, 2019**, to the addresses listed below and keep a copy for your records.

- Mrs. Darlene Shannon, Illinois FBLA–PBL State Chairman, 2900 West Alveria Drive, Carbondale, IL 62901
- Ms. Evelyn Elledge, Illinois FBLA State Secretary, South Central High School, 800 West Washington St., Farina, IL 62838

Except for parliamentarian candidates, on or before **March 1, 2019**, email your campaign speech to Darlene Shannon, Illinois FBLA-PBL State Chairman, for approval. shannon1@midwest.net At the State Leadership Conference, a speech that deviates from the submitted and approved speech could cause the candidate to be disqualified.

Candidate Financial Statement

- A candidate may not spend or have received donated materials (at "fair market" value) and/or money totaling more than **\$200** in the campaign for an Illinois FBLA office.
- Substantiated documentation for donations and receipts for all campaign materials must accompany the financial statement. A sample financial statement will be sent to those who apply for office.
- **Audio–visual equipment rented or loaned** to the candidate should be reported at either the actual rental rate or "fair market" estimation.
- You may use your own computer or speakers but any items donated from the school or other people must be reported at "fair market" value.
- Note: Income plus Donations must equal Expenses.
- For example, if you have \$50 income and \$100 in donations, the total expenses must also equal \$150. Any additional income must be returned to whoever donated it.

On or before **March 16, 2019**, email the following to the State Chairman so the nomination may be approved: shannon1@midwest.net

- Photo of yourself.
- Campaign slogan/theme. (no campaign materials for those applying for parliamentarian).

- List and sample/picture of **all** campaign materials to be used. If ordering an item (buttons, ribbon, etc.), provide a description and a sample/mockup of the item. For printed items, such as brochures, postcards, etc, the draft must be emailed. If using a trifold, the draft must be emailed.
- Financial statement.

If materials are not received by the required dates, the candidate will be disqualified from running for office.

B. In the conference exhibit area at the Crowne Plaza, a campaign booth (an 8' table) will be assigned to each candidate except for parliamentary candidates. A copy of your financial statement must be available on your campaign table.

C. All candidates and adviser(s) except for parliamentary candidates will have a general meeting at 11:00 a.m. on Friday, **April 5, 2019**, 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.

STATE OFFICER CANDIDATE NOMINATION FORM

Illinois FBLA State Leadership Conference

April 5-6, 2019

Postmark a copy of this nomination form and the Code of Conduct with all signatures on or before **February 15, 2019**, to each of the following and keep a copy for your records:

- Mrs. Darlene Shannon, Illinois FBLA–PBL State Chairman, 2900 West Alveria Drive, Carbondale, IL 62901
- Ms. Evelyn Elledge, Illinois FBLA State Secretary, South Central High School, 800 West Washington St., Farina, IL 62838

On or before **March 1**, email the campaign speech to Darlene Shannon, Illinois FBLA-PBL State Chairman, for approval. shannon1@midwest.net 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 of yourself, campaign theme and materials, and financial statement (no campaign materials or financial statement for those applying for parliamentarian), on or before **March 16, 2019**, to the State Chairman so the nomination may be approved. shannon1@midwest.net If materials are not postmarked or received by the required dates, the candidate will be disqualified from running for office.

Chapter No. _____ School _____

School Address _____

School Phone _____ School Fax _____

<u>Candidate's Title (Mr. or Ms.)/Name</u>	<u>Age</u>	<u>Current Year in School</u>
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State President _____

State Secretary _____

State Treasurer _____

State Reporter _____

State Parliamentarian _____

Candidate's Preferred Email _____ Home Phone No. _____

Candidate's Home Address _____

Street

City, State, Zip Code

Candidate's Cell Phone _____ Adviser's Cell Phone _____

Adviser's Name _____ Adviser's Home Phone No. _____

Adviser's Home Address _____

Street

City, State, Zip Code

Adviser's Home Email _____ Adviser's School Email _____

(Advisers, please indicate which email is preferred.)

Please answer the following questions with yes or no. (Qualifications for state office.)

- _____ 1. Are you an active FBLA member? (Illinois FBLA Bylaws, Article III; National FBLA Bylaws, Article III)
- _____ 2. Do you have the endorsement of your local chapter and recommendation of your adviser?
- _____ 3. Have you filed this official nomination form with the State Chairman?
- _____ 4. Have you been an FBLA area officer or chapter officer? List office(s): _____

- _____ 5. Do you have at least one full year remaining in secondary school?
- _____ 6. Have you attended an FBLA state conference? List year(s). _____
- _____ 7. Have you been an FBLA state officer? List office(s). _____
- _____ 8. Have you attended an FBLA area conference? List year(s). _____
- _____ 9. List the business courses you have taken or are presently taking. _____

- _____ 10. List the business courses you will be taking next year. _____

- _____ 11. Are you aware of the important dates listed below and will you be available to attend? If not, explain.

IMPORTANT ILLINOIS FBLA ACTIVITIES TO PLACE ON YOUR CALENDAR NOW!

April 5-6, 2019	Illinois FBLA State Leadership Conference, Crowne Plaza, Springfield, Illinois
June 29-July 2, 2019	National FBLA Leadership Conference, San Antonio, Texas
July 15-17, 2019	Illinois Coordinating Council for Career and Technical Student Organizations Seminar, Northfield Inn, Springfield, Illinois
July 17-18, 2019	2019-2020 FBLA State Officers and Advisers Meeting, Northfield Inn, Springfield, Illinois
July 18-20, 2019	Illinois FBLA-PBL Summer Leadership Workshop, Northfield Inn, Springfield, Illinois
September, 2019	Illinois FBLA Board of Directors and Executive Council Meeting, Crowne Plaza, Springfield, Illinois (Dates Pending)
November 1-2, 2019	National Fall Leadership Conference, Washington, D.C.
November 8-9, 2019	National Fall Leadership Conference, Birmingham, Alabama
November 15-16, 2019	National Fall Leadership Conference, Denver, Colorado (Attend the NFLC that the majority of the Illinois FBLA delegation will be attending.)
April 3-4, 2020	Illinois FBLA State Leadership Conference, Crowne Plaza, Springfield, Illinois
June 29-July 2, 2020	National FBLA Leadership Conference, Salt Lake City, Utah

STATE AND NATIONAL OFFICER CANDIDATE TIMELINE FOR STATE CONFERENCE

February 15, 2019	Postmark date for candidate application to Darlene Shannon and Evelyn Elledge.
March 1, 2019	Deadline for emailing campaign speech to Darlene Shannon. shannon1@midwest.net
March 16, 2019	Deadline for emailing photo, campaign materials, financial statement, etc. to Darlene Shannon.
April 5, 2019	11:00 a.m. meeting for candidates and advisers. No campaigning until after this meeting but set up your campaign table before the 11:00 a.m. meeting. Be at table as much as possible until exhibits close at 4:00 p.m. Give 2-minute campaign speech at Friday evening's session at State Leadership Conference. Participate in Question and Answer session after Friday evening's session.
April 6, 2019	Election of State Officers and Approval/Disapproval of National Candidate at 7:15 a.m. 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 Illinois FBLA 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.

I agree to the above Illinois FBLA State Officer Code of Conduct and will do my best to support and promote the Future Business Leaders of America in my school, area, state, and nation.

Candidate's Signature _____ Date _____

I APPROVE AND WILL SUPPORT THE ABOVE ILLINOIS FBLA MEMBER AS A CANDIDATE FOR ILLINOIS FBLA OFFICE:

Adviser's Signature _____ Date _____

Principal's Signature _____ Date _____

Parent's/Guardian's Signature _____ Date _____

This form must be postmarked on or before February 15, 2019.

NATIONAL OFFICER CANDIDATE NOMINATION FORM

Illinois FBLA State Leadership Conference

April 5-6, 2019

Postmark a copy of this form on or before **February 15, 2019**, to each of the following and keep a copy for your records:

- Mrs. Darlene Shannon, Illinois FBLA-PBL State Chairman, 2900 West Alveria Drive, Carbondale, IL 62901
- Ms. Evelyn Elledge, Illinois FBLA State Secretary, South Central High School, 800 West Washington St., Farina, IL 62838

In order for an Illinois FBLA member to be a candidate for a National FBLA Office, he/she must have been a member of the Illinois FBLA Executive Council or the equivalent in another state's FBLA chapter and receive Illinois FBLA approval. In order to receive Illinois FBLA approval, the members of the Board of Directors and the voting delegates must approve (majority vote) the candidate. The candidate must be present at the State Leadership Conference and give the 2-minute campaign speech that he/she plans to give at the National Leadership Conference. The speech must be given at the Friday evening general session at the Illinois FBLA State Leadership Conference. On or before **March 1**, email the campaign speech to Darlene Shannon, Illinois FBLA-PBL State Chairman, for approval. shannon1@midwest.net At the State Leadership Conference, a speech that deviates from the submitted and approved speech could cause the candidate to be disqualified. The candidate for National Office will have a booth (8' table) with the State Officer Candidates and will participate in the question and answer session after the opening session. If there is more than one candidate, the voting delegates at the Illinois FBLA State Leadership Conference will decide which person will represent Illinois. Please refer to pages 2-3 in this packet for Financial Statement information and items that need to be emailed to Darlene Shannon by **March 16, 2019**.

Please complete the following information:

Chapter No. _____ School _____

School Address _____

School Phone _____ School Fax _____

<u>Candidate's Title (Mr. or Ms.)/Name</u>	Age	Year in School
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National President _____

National Secretary _____

National Treasurer _____

North-Central Region Vice President _____

National Parliamentarian _____

Candidate's Preferred Email _____ Home Phone No. _____

Candidate's Home Address _____

Street	City, State, Zip Code
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Candidate's Cell Phone _____ Adviser's Cell Phone _____

Adviser's Home Address _____

Street	City, State, Zip Code
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Adviser's Preferred Email _____ Home Phone No. _____

I APPROVE AND WILL SUPPORT THE ABOVE ILLINOIS FBLA MEMBER AS A CANDIDATE FOR NATIONAL FBLA OFFICE:

Adviser's Signature _____ Date _____

Principal's Signature _____ Date _____

Parent's/Guardian's Signature _____ Date _____