

## **DUTIES AND RESPONSIBILITIES OF ILLINOIS FBLA STATE OFFICERS FOR 2017-2018**

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, 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 Chairman 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 Chairman.

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. Postmark a copy of this nomination form and the Code of Conduct on or before February 15, 2017, to the addresses listed below and keep a copy for your records. Except for parliamentarian candidates, on or before March 1, email campaign speech to Kristi Katcher, Illinois FBLA Financial Director, for approval. [kkatcher@siumed.edu](mailto:kkatcher@siumed.edu) At the State Leadership Conference, a speech that deviates from the submitted and approved speech could cause the candidate to be disqualified. Postmark or 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 4, 2017, to the State Chairman so the nomination may be approved. [shannon1@midwest.net](mailto:shannon1@midwest.net) If materials are not postmarked or received by the required dates, the candidate will be disqualified from running for office. Send this nomination form and the Code of Conduct to the following on or before February 15, 2017:

- Mrs. Darlene Shannon, Illinois FBLA–PBL State Chairman, 2900 West Alveria Drive, Carbondale, IL 62901
- Ms. Bruna Tavares, Dunlap High School, 5220 West Legion Hall Road, Dunlap, IL 61525

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, March 24, 2017, 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  
March 24-25, 2017

Postmark a copy of this nomination form and the Code of Conduct with all signatures on or before February 15, 2017, 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. Bruna Tavares, Dunlap High School, 5220 West Legion Hall Road, Dunlap, IL 61525

On or before March 1, email campaign speech to Kristi Katcher, Illinois FBLA Financial Director, for approval. [kkatcher@siumed.edu](mailto:kkatcher@siumed.edu) At the State Leadership Conference, a speech that deviates from the submitted and approved speech could cause the candidate to be disqualified. Postmark or 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 4, 2017, to the State Chairman so the nomination may be approved. [shannon1@midwest.net](mailto: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 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** the preferred email.)

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

- \_\_\_\_\_ 1. Are you an active FBLA member? (Illinois FBLA Bylaws; CMH, page 37, 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!**

March 24-25, 2017	Illinois FBLA State Leadership Conference, Springfield, Illinois
June 29-July 2, 2017	National FBLA Leadership Conference, Anaheim, California
July 16-18, 2017	Illinois Coordinating Council for Career and Technical Student Organizations Seminar, Springfield, Illinois
July 18-19, 2017	2016-2017 FBLA State Officers and Advisers Meeting, Springfield, Illinois
July 19-21, 2017	Illinois FBLA-PBL Summer Leadership Workshop, Springfield, Illinois
September 15-16, 2017	Illinois FBLA Board of Directors and Executive Council Meeting, Springfield, Illinois (Tentative)
November 3-4, 2017	National Fall Leadership Conference, Buffalo, New York
November 10-11, 2017	National Fall Leadership Conference, St. Louis, Missouri (North Central Region—Majority of Illinois FBLA will attend this NFLC)
November 17-18, 2017	National Fall Leadership Conference, New Orleans, Louisiana (Attend the NFLC that the majority of the Illinois FBLA delegation will be attending.)
April 6-7, 2018	Illinois FBLA State Leadership Conference, Springfield, Illinois
June 28-July 1, 2018	National FBLA Leadership Conference, Baltimore, Maryland

#### **STATE AND NATIONAL OFFICER CANDIDATE TIMELINE FOR STATE CONFERENCE**

February 15, 2017	Postmark date for candidate application to Darlene Shannon and Daniella Feijoo.
March 1, 2017	Deadline for emailing campaign speech to Kristi Katcher. <a href="mailto:kkatcher@siumed.edu">kkatcher@siumed.edu</a>
March 4, 2017	Postmark or email date for photograph and a list of campaign materials to Darlene Shannon.
March 24, 2017	11:00 a.m. meeting for candidates and advisers. Set up campaign table by at least 11:30 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.
March 25, 2017	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 2017-2018**

State officers serve as ambassadors for the association and their conduct and department 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.

**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, 2017.**

**NATIONAL OFFICER CANDIDATE NOMINATION FORM**

Illinois FBLA State Leadership Conference

March 24-25, 2017

Postmark a copy of this form on or before February 15, 2017, 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. Bruna Tavares, Dunlap High School, 5220 West Legion Hall Road, Dunlap, IL 61525

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 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 campaign speech to Kristi Katcher, Illinois FBLA Financial Director, for approval. [kkatcher@siumed.edu](mailto:kkatcher@siumed.edu) 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. If there are two candidates, the voting delegates at the Illinois FBLA State Leadership Conference will decide which person will represent Illinois.

**Please complete the following information:**

Chapter No. \_\_\_\_\_ School \_\_\_\_\_

School Address \_\_\_\_\_

School Phone \_\_\_\_\_ School Fax \_\_\_\_\_

	Candidate’s Name	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 \_\_\_\_\_

This form must be postmarked on or before February 15, 2017.